



Data Privacy Notice

Croydon Community Energy Ltd. (CCE)

Our contact details

Main contact name: Connie Muir

Current business address: Flat 2, Stag Court, 26 Selsdon Road, Croydon CR2 6PB

Phone Number: 07910 560173

E-mail: hello@croydoncommunityenergy.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, phone number and email address)
- Meter Point Administration Numbers (MPANs) and Meter Point Reference Numbers (MPRNs) relating to specific sites

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To calculate your consumption data for financial modelling (if you are a potential project site)
- To keep you up to date with our activities through our mailing list and other ad-hoc emails
- To record your membership to our group

We may share this information with third parties we have contracted to carry out work on our behalf with your consent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- **Your consent**

You are able to remove your consent at any time

You can do this by contacting hello@croydoncommunityenergy.co.uk



How we store your personal information

Your information is securely stored either on our website provider, Wix.com, or in our password-protected Google Drive.

We keep names and email addresses for up to two years. We will then dispose of your information by deleting it.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at hello@croydoncommunityenergy.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at hello@croydoncommunityenergy.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113 and ICO website: <https://www.ico.org.uk>



Policy Creation and Review

Dates

Date of policy creation: 7th February 2022

Date policy reviewed: 31st January 2023

Date that next review is due: 31st January 2024

Date policy reviewed:

Date that next review is due:

Date policy reviewed: