

Privacy notice relating to:

Building Assessment Report (BAR) Template

Building Assessment Report (BAR) for Centralised Supply Template

Introduction

This privacy notice will help you to understand how we use your personal data which is collected in field '5: Assessor details' of the *Building Assessment Report* template, and field '2. Assessor details' of the *Building Assessment Report for Centralised Supply* template. This privacy notice will also outline what rights you have regarding your personal data.

This notice does not form part of any contract. This notice can be updated at any time. We will inform you if the way we handle your personal data changes.

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data. Examples of personal data include your name and address. Data processing includes (but is not limited to) the collection, use, and storage of data.

The purpose of a Building Assessment Report (BAR)

The role of a BAR is to gather data on non-domestic buildings in order to help assess the suitability of a non-domestic property for connection to a heat network.

The primary use of the information collected via a BAR, as set out in the Heat Networks (Scotland) Act 2021 Act, is to inform decisions on the particular suitability of an area for the construction and operation of a heat network, and subsequently to inform any decision about designating such an area as a heat network zone. As such, the majority of information collected in a BAR pertains to the non-domestic building itself.

However, a BAR also collects the name, company role and email address of the assessor (the "relevant person"). The purpose of collecting this personal information is to allow the Scottish Government and the relevant local authority to have a point of contact to the person who supplied the information via the BAR.

The purpose of processing your data

We are collecting the above-mentioned personal data in the BAR templates in order to have a point of contact with the person who has supplied the building information that we require. This is done under the lawful basis of public task.

The Scottish Government will only share the personal data collected via BARs having prior sought permission from the “relevant person” (i.e. the BAR assessor). Otherwise, this information will be redacted from any completed BAR templates which we may subsequently seek to share with other agencies.

For example, we may share a completed BAR template with other teams within the Scottish Government if such data would be useful for other policy aims.

Your rights

You have the following rights regarding your personal data:

You have the right to request information about how your personal data is processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data is completed, including by means of a supplementary statement.

You have the right to request that your personal data is erased if there is no longer a justification for it to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data.

If you do not provide your personal data

A “relevant person” is legally obliged to provide information (including personal data) in the BAR template and you may be committing an offence if you refuse. Under section 63 of the Heat Networks (Scotland) Act 2021, it is an offence for any “relevant person” to not prepare a report in relation to each non-domestic building in which the person has an interest.

How long we keep your personal data

We will retain your personal data for as long as you remain a “relevant person” in connection to a non-domestic building in Scotland.

Change of purpose

We will process your personal data for the purpose for which we collected it. If we process your personal data for another purpose that we reasonably consider to be compatible with the original purpose, we will notify you and explain the legal basis which allows us to do so.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial changes. We may also notify you in other ways from time to time about the processing of your personal data.

Contact

We have detailed above how we process the information you will provide to us via the BAR template. If you would like further information regarding how your information is used, we will be happy to advise. Please email us at heatnetworks@gov.scot.

How to lodge a complaint

If you are unhappy about the way we are using your personal data, you have the right to lodge a complaint. Please find contact details for the **Data Protection Officer** (DPO) below:

Data Protection Officer, Victoria Quay, Commercial Street, Edinburgh, EH6 6QQ
Email: DataProtectionOfficer@gov.scot

If, following a complaint to our DPO, you are still unhappy about the use of data, you can make a complaint to the Information Commissioner's Office, the UK's supervisory authority for data protection. Information is available here: [Data protection and personal information complaints tool | ICO](#)

Heat Networks Regulation Team, Directorate for Energy & Climate Change

