

# Privacy Notice: Evaluation of the PSDS 4 & LCSF 5

## (Evaluation scoping: Stage 1a)

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**GC Insight** has invited you to take part in research. Before you agree to take part, we want you to know exactly how your personal data is going to be used.

This Privacy Notice should give you all the information you need to help you to decide if you want to take part in the research. If you would like to find out more, there are details at the end of this document about how to get in touch, and we would be happy to help.

### What is this about?

The Department for Energy Security and Net Zero (DESNZ) require a robust evaluation of the Public Sector Decarbonisation Scheme (PSDS) to determine the extent to which it enabled public sector decarbonisation, and its impact on carbon emissions, as well as any impacts on the supply chain. The scope of the evaluation includes consideration of the role of the Low Carbon Skills Fund (LCSF) in supporting the development of heat decarbonisation plans, its role in addressing capacity and capability constraints and how well, or otherwise, it has worked together with the PSDS. GC Insight Ltd has been contracted by The Department to evaluate the PSDS scheme, which is in phase 4 of delivery and the LCSF scheme which is in its fifth and final phase. We are leading a consortium of other specialists including UCL and CAG consultants for the purpose of this evaluation.

### What will it involve?

Stage 1a (February 2026->May 2026) involves delivery of a suite of qualitative interviews and workshops with applicants and recipients of PSDS Phase 4 and LCSF Phase 5, installers/suppliers delivering projects funded through PSDS 4, consultants delivering LCSF 5 funded support and third-party technical assessors supporting the PSDS. This element of the evaluation will enable us to understand thoughts and opinions on the changes to, and delivery of the PSDS and LCSF.

1. Qualitative interviews: you may be invited to participate in a qualitative interview. This will be with a member of the evaluation consortium and carried out on Teams. The call will take approximate 60 minutes and will be recorded to allow us to accurately capture your feedback.
2. Workshops: you may be invited to participate in a workshop with other similar representatives. This online workshop will be delivered via MS Teams and led by a member of the evaluation consortium. The workshop will run for approximately 2 hours and will be recorded to allow us to accurately capture collective feedback. As you will be in a workshop setting, other attendees outside of the evaluation consortium will know your name, see your image and hear your thoughts and opinions.

You DO NOT HAVE to take part. It is completely up to you whether you do or not. And if you decide at any time to change your mind about taking part, you can do so without giving a reason.

## Which organisations are involved in the evaluation?



The Department for Energy Security and Net Zero (DESNZ) is the central UK government department responsible for the strategic direction, funding, and policy development of the PSDS.

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SALIX acts as the delivery partner and manager for the PSDS on behalf of DESNZ.

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The independent lead of the consortium commissioned by DESNZ to evaluate the PSDS 4 and LCSF 5 understand to understand the behavioural and carbon impacts of their investment in the schemes.

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CAG Consultants are part of the evaluation team alongside GC Insight.

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UCL Consultants are part of the evaluation team alongside GC Insight.

## What information will you have about me?

Ahead of you being invited to participate in the research, your contact details will have been securely provided to us by DESNZ or SALIX in order to arrange the interview or workshop.

If you choose to take part in the research, we will additionally collect information relating to your experiences, thoughts and opinions on the PSDS and the LCSF.

## How will my information be stored?

Your personal data will be processed as audio and visual data – as interviews and workshops will be conducted over Teams and recorded – and digital data.

Workshop attendees: Other representatives attending the workshop will know your name, be able to see your image and hear your thoughts and opinions. However, no one outside of the workshop or evaluation consortium will have access to your personal data.

Interview attendees: Only the evaluation consortium will have access to your personal data.

The evaluation consortium will draw together themes and findings from the workshops and interviews and use these to inform the evaluation of the PSDS Phase 4 and LCSF Phase 5..

Our digital systems and internal processes comply with UK GDPR and other data processing regulations.

Your personal data will be kept for six months after the completion of Stage 1c (expected to be September 2028).



0161 528 1660 or [dataprotection@gcinsight.co.uk](mailto:dataprotection@gcinsight.co.uk)

**Is there any other information I might need to know?**

Because we are looking after your personal data, there are certain laws that we need to obey, and certain things that we need to share with you.

Laws and codes	We follow the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (2018).
Data controller and data processor(s)	<p>The data controller for your personal data for data protection purposes is the Department for Energy Security and Net Zero (DESNZ) <a href="mailto:dataprotection@energysecurity.gov.uk">dataprotection@energysecurity.gov.uk</a></p> <p>The data processors are GC Insight, CAG Consultants and UCL Consultants.</p>
What is 'personal data'?	Personal data is defined under the General Data Protection Regulation (UK GDPR) as “any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier”.
Lawful basis for processing	<p>Under the UK GDPR, the lawful bases we are relying on for processing your data are:</p> <p><b>Public Task</b> – DESNZ has provided the evaluation consortium with contact data for applicants and grant recipients of both Phase 4 of the PSDS and Phase 5 of the LCSF, installers/suppliers delivering projects funded through PSDS 4 and consultants delivering LCSF 5 funded support. This processing is done so under the lawful basis of Public Task. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. The task is to evaluate the PSDS 4 and the LCSF 5 schemes.</p> <p><b>Consent</b> – the information and audio and visual images you share with us when you participate in the interviews or workshop is done so under 'consent'. This means that you have told us that you are happy to share this information with us. Should you change your mind you can withdraw your consent at any time by contacting <a href="mailto:dataprotection@gcinsight.co.uk">dataprotection@gcinsight.co.uk</a>. This will not affect any processing already made up to that point.</p>

Where your data is stored	<p>All of the information we have about you, or we collect during the feedback group will be kept in either the UK or the European Union (EU).</p> <p>Where the data is stored in the EU safeguards are provided through the UK Adequacy Regulations.</p> <p>Your data will be stored in restricted access folders on our secure servers.</p>
Important details about GC Insight	<ul style="list-style-type: none"> <li>• Our address: Lee House, 90 Great Bridgewater Street, Manchester, M1 5JW</li> <li>• Our phone number: 0161 528 1660</li> <li>• Our email address: <a href="mailto:enquiries@gcinsight.co.uk">enquiries@gcinsight.co.uk</a></li> <li>• Our company number: 3162288</li> <li>• We are registered with the Information Commissioner's Office and our number is: ZB696723</li> </ul>
Who else might have access to your personal data	<p>We may have to share your personal data with:</p> <ul style="list-style-type: none"> <li>• Third party service providers that provide the necessary IT systems and software for us to be able to work.</li> </ul>

### Your information rights.

- You have the right to request information about how your personal data are 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 are completed, including by means of a supplementary statement.
- You have the right to request that your personal data are erased if there is no longer a justification for them 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 in certain circumstances
- You have the right to withdraw consent to the processing of your personal data at any time.
- You have the right to object to the processing or use of your personal data.

To exercise your rights please contact:



0161 528 1660 or [dataprotection@gcinsight.co.uk](mailto:dataprotection@gcinsight.co.uk)

### Complaints

If you are unhappy with the way we have handled your personal data, please write to the DESNZ Data Protection Officer in the first instance at [dataprotection@energysecurity.gov.uk](mailto:dataprotection@energysecurity.gov.uk).

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an UK independent regulator. The Information Commissioner can be contacted at:

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

Telephone: 0303 123 1113

<https://ico.org.uk/make-a-complaint/>

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.