

# GDPR

From 25 May 2018, new Regulations are being introduced to harmonise data protection rules across the EU. Every company, from sole traders to multinationals, will need to comply with these changes.

## Steps to take

**1 AWARENESS**  
By reading this, you should now be aware that these Regulations are coming into force and can do something about them

**2 INFORMATION YOU HOLD**  
You should document what personal data you hold, where it came from and who you share it with.

**3 COMMUNICATING PRIVACY INFORMATION**  
Not only should you be communicating who you are and what you intend to do with personal data, you will also now need to explain why your lawful basis for processing personal data, your data retention periods, and a person's right to complain about data misuse.

**4 LAWFUL BASIS FOR PROCESSING DATA**  
As an accredited Energy Assessor, you are obliged to process personal data for the purposes of undertaking an assessment in line with EPB Regulations.

## The General Data Protection Regulations are on their way

Quidos

All businesses that process personal information about their customers, must ensure that these details are safely managed.

For Energy Assessors, you will deal with customer names, addresses, telephone numbers, and email addresses.

You will need to ensure you put processes in place to ensure these are handled in line with the new Regulations.

Energy Assessors are required to process this personal information to comply with a legal obligation (EPB Regulations).

Energy Assessors will need to keep customers informed about how their personal data will be processed and kept.

Care should also need to be taken if using non-EU based cloud storage - the provider will need to follow GDPR as well.

The key to compliance is not to panic!

As long as you have been keeping personal data secure in line with the existing Data Protection Act (1998) and the Quidos Code of Conduct, you should not be adversely affected by these changes.

The Information Commissioner's Office is responsible for the UK's compliance:  
[ico.org.uk](http://ico.org.uk)

# Staying Compliant

## Consent & Inform



Firstly, you should get clear on getting *consent* from a client to process their personal data. In terms of an assessment, the process of requesting an EPC/DEC/ACIR to be completed can be considered as consent.

*Inform* is how you make your clients aware of how their personal data is to be processed. You may have noticed that any online forms filled out recently include new statements about why specific data is being collected and for what reason. There are many different ways to state this to your clients - website statement, email signatures, assessment contracts, etc.

## Exemplar Privacy Statement

We have put together an example privacy statement that Energy Assessors can use to demonstrate their GDPR compliance to customers

By requesting an energy assessment to be undertaken on your property, you are consenting to the processing of your personal data for the purpose of producing a valid Energy Performance Certificate [Display Energy Certificate; Air-Conditioning Inspection Report] in line with the legal obligation to do so under ENERGY PERFORMANCE OF BUILDINGS REGULATIONS.

Any personal data collected will be processed in accordance with the General Data Protection Regulation and all applicable laws and regulations relating to the processing of personal data and privacy. As part of the legal basis to process personal data, Energy Assessors are also required to securely maintain and store assessment data for a period of no less than 15 years following assessment, as per the Code of Conduct of their energy assessor accreditation. This data may also be processed by my Accreditation Scheme as part of Assessor surveillance activities.

The ENERGY PERFORMANCE OF BUILDINGS REGULATIONS require a copy of all Energy Performance Certificates [Display Energy Certificates; Air-Conditioning Inspection Reports] to be lodged on a national Register. Further information about the ways in which data held on the Register is made available to others is set out in a privacy notice.