

City of Bradford Metropolitan District Council
Britannia House, Hall Ings, Bradford BD1 1HX

ECO4 FLEX APPLICATION FORM (Route 1 only)

The Resident listed qualifies as eligible under Route 1. Only LAs can make a declaration.

Name and address of Company Declaration:

Surveyor /assessor name:

Phone number:

Email:

Trustmark Business ID number:

All installers working under ECO4 will need to confirm eligibility of a property for ECO4: FLEX that they wish to be considered under the scheme. Residents will be required to complete an assessment form with a relevant qualified assessor (no household self-declarations will be allowed).

Evidence of annual income must be provided for every adult (over the age of 18) living in the household, along with a valid pre-works EPC. Installers must provide proof of eligibility to the City of Bradford Metropolitan District Council along with this application. The Council will reject applications where insufficient evidence has been provided.

Installers must retain all proof of eligibility for the selected referral route for later auditing purposes.

Name of applicant	
Address (incl. postcode)	
Names of ALL adults (aged 18 or over) resident in the household	

Client Declaration

The above information is correct and complete to the best of my knowledge. I understand that by signing this declaration that I consent (GDPR Article 6.1.a) to City of Bradford Metropolitan District Council holding this information on a secure filing system that can only be accessed by designated Bradford Council officers and members of The Office of Gas and Electricity Markets (Ofgem) for reasons of administering and auditing the scheme. Any personal data will be deleted one year after the end of the ECO4 Scheme ends in March 2026.

I confirm that I have been given a copy of the Bradford ECO4 Flexible Eligibility Scheme Privacy Notice by the installer.

Client

Signed:

Print name:

Date:

Bradford ECO4 Flexible Eligibility Scheme

PRIVACY NOTICE

This section MUST be retained by the householder

Our core data protection obligations and commitments are set out in [Bradford Council's primary privacy notice](https://www.bradford.gov.uk/privacy-notice/) (link: <https://www.bradford.gov.uk/privacy-notice/>)

This notice provides additional privacy information for those accessing the Council's Bradford ECO4 Flexible Eligibility scheme and describes how this scheme collects, uses and shares personal information about you and the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity.

Personal information we collect and use

Information collected by us

The information we collect will be the minimum we need to deliver our service and will include the following personal data:

- Name
- Address
- Contact details
- Date of birth
- Gross annual household income
- Benefit / Pension notification letter
- Payslips
- P60 and / or P45
- Bank statements
- Energy Performance Certificate Energy Rating of home
- Type of tenure of property

How we use your personal information

We collect your personal information for the following purposes:

- To confirm eligibility for households in relation to the Bradford ECO4 Flexible Eligibility scheme as set out by the energy regulator, the Office of Gas and Electricity Markets (Ofgem)
- To provide information to the Office of Gas and Electricity Markets (OfGem) for audit purposes

How long your personal data will be kept

We will hold your personal information in line with Bradford Council's retention schedule. At its expiry date the information will be reviewed, and only retained where there is an ongoing requirement to retain for a statutory or legal purpose. Following this your personal information will be securely destroyed.

Reasons we can collect and use your personal information

The lawful basis on which we collect and use your personal data is that

- Consent: the individual has given clear consent for you to process their personal data for a specific purpose

We hold the information in line with the following legislation:

- ECO4 Guidance: Local Authority Administration

Who we share your personal information with

We may sometimes share the information that we have collected about you where it is necessary, lawful and fair to do so. We may share information with the following for these purposes:

- Office of Gas and Electricity Markets (OfGem)

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security incidents and we will notify you and the appropriate regulator of any incident where we are legally required to do so.

When computers make any decisions about you?

The Bradford ECO4 Flexible Eligibility scheme does not make or use automated decisions.

When your data is sent to other countries?

We do not send any information we collect about you outside the United Kingdom.

Rights for individuals under UK GDPR

- [Find out about the rights for individuals under UK GDPR \(link: https://www.bradford.gov.uk/open-data/data-protection/rights-for-individuals-under-gdpr/\)](https://www.bradford.gov.uk/open-data/data-protection/rights-for-individuals-under-gdpr/)

What are your rights?

Please contact the Corporate Information Governance Team at dpo@bradford.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer at dpo@bradford.gov.uk or write to: Data Protection Officer, City Hall, Centenary Square, Bradford, BD1 1HY.

The UK GDPR also gives you the right to lodge a complaint with the Information Commissioners Office who are the supervisory authority responsible to regulate and monitor the legislative obligations within the UK and can be contacted on 03031 231113.