

Heat Exchanger: Application form 2021

Introduction

Heat Exchanger is a mentoring scheme for the Heat Networks sector run by volunteers that are part of the informal [District Heating Divas](#) group and acting independently of their place of employment.

We are accepting applications for mentors and mentees until close of business Wednesday 5th January 2021. The working group (details below) will manually match up pairs of mentors / mentees, based on the information provided in this form, by early February.

It is hoped that these mentoring pairs will meet virtually at an interval of their choice (ideally every 1-2 months) from February through to November. We will seek feedback in November and share findings in December 2021.

If you would like to register, please complete the questions below. This information will be used solely for the purpose of matching mentors and mentees. Your contact email will not be shared with a potential match until you have given us permission to, but in order to test whether the match is suitable, we will share your name and company (to try and mitigate any commercial conflict of interest) and what mentees hope to get out of mentoring or mentors are offering.

Please see attached our GDPR Privacy Policy

We will promote this pilot through the District Heat Divas group although applications are welcome for anyone in the sector.

As you can see, we are collecting this information via Google Forms and information on their privacy settings is available here: {XXXX}

We look forward to receiving your applications.

Heat Exchanger working group:

working.group@heatexchangermentor.net

Heat Exchanger GDPR Privacy Policy

1. Purpose of this notice

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation')

2. About Us

The Heat Exchanger is a mentoring scheme ('Scheme') for the Heat Network sector run by independently acting volunteers who are part of the informal District Heating Divas group ('The HE Working Group').

For the purposes of the Data Protection Legislation and this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information contained within this privacy notice.

3. How we may collect your personal data

We obtain personal data about you, for example when:

- you apply to join the Scheme
- you contact us by email, telephone, post or social media (for example when you have a query about the Scheme)
- when you download our resources
- when you visit our website (please see our Cookies Policy)
- when you subscribe to our mailing list.

4. The kind of information we hold about you.

The information we hold about you may include the following:

- your personal details (as required to enable a match to be made under the Scheme)
- our correspondence and communications with you
- information about any complaints and enquiries you make to us
- information from research, surveys, and marketing activities

5. How we use personal data we hold about you.

We may process your personal data for purposes necessary for the matching of mentors to mentees under the Scheme.

We may process your personal data for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data. This includes processing for statistical and management purposes.

Situations in which we will use your personal data

We may use your personal data in order to:

- carry out the matching of mentors and mentees under the Scheme
- providing you with information related to the Scheme, activities that you request from us or which we feel may interest you, provided you have consented to be contacted for such purposes

- seek your thoughts and opinions on the Scheme and
- notify you about any changes to the Scheme.

In some circumstances we may anonymise or pseudonymise the personal data so that it can no longer be associated with you, in which case we may use it without further notice to you.

Data retention

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

When assessing what retention period is appropriate for your personal data, we take into consideration:

- the requirements of the Scheme
- any statutory or legal obligations
- the purposes for which we originally collected the personal data
- the lawful grounds on which we based our processing
- the types of personal data we have collected
- the amount and categories of your personal data and
- whether the purpose of the processing could reasonably be fulfilled by other means.

Change of purpose

We will not use your personal data for another reason other than those listed in this notice.

6. Data Sharing

Why might you share my personal data with third parties?

We will share your personal data with third parties where we are required by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so.

Which third-party service providers process my personal data?

We utilise third-party Google Forms for storage of data, email etc. ,

7. Data Security

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

For example, all computers are password protected. In addition, we limit access to your personal data to members of the HE Working Group

8. Right of Access, Correction, Erasure and Restriction

Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully.
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to exercise any of the above rights, please contact us – refer to Section 11.

9. Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example, in relation to direct marketing that you have indicated you would like to receive from us), you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us – refer to Section 11.

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

10. Changes to this Notice

Any changes we may make to our privacy notice in the future will be updated on our website.

11. Contact us

If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your personal data, please email the HE Working Group at working.group@heatexchangermentor.net and include “GDPR Privacy Request” within your message title.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone - 0303 123 1113 (local rate) or 01625 545 745
Website - <https://ico.org.uk/concerns>