Privacy Notice – COVID-19 Risk Assessment for Site Visits

Purpose of Processing

Prior to site visits, SEAI or its’ Agents may call the Applicant or their Representative to assess the following:

- Are they willing to have a site visit take place
- Assess risk associated with occupants* and the property/premises.
- Assess if any occupant(s) have come in contact with a confirmed case of COVID-19 within the last 14 days, are experiencing symptoms of COVID-19, been advised by a doctor to self-isolate/cocoon at this time, have the virus or if they have/are awaiting results for Covid-19, if any occupant(s) returned to the Island of Ireland from a country not on the Government’s green list of countries within the last 14 days.

On the Deep Retrofit, EXEED, EEOS and Communities Schemes, the Applicant or their Representative will complete their own COVID-19 risk assessments. The results of these risk assessments will be shared with SEAI and its’ Agents prior to SEAI or its’ Agents carrying out their assessment.

Where additional relevant information is brought to the attention of SEAI or its’ Agents, this information may be used to inform or update this risk assessment.

(*SEAI may deem it necessary to postpone a site visit to a later date if any occupant is in the “high risk group” or “very high risk” category (as defined by the HSE)

https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk

https://www2.hse.ie/conditions/coronavirus/symptoms.html


Legal Basis for Processing

- Necessary for the performance of Public Task Carried out in the Public Interest
- Necessary to Comply with a Legal Requirement
- Where Special Categories of Personal Data (health related information) are processed here they are done so A. in the vital interests of the data subject and/or B. in substantial public interest. Recital 46 of the GDPR advises the following: ‘Some types of processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread....’

Data Subjects

- All occupants in properties of Applicants for grant funding, free-energy upgrades and energy credits through SEAI schemes
Information Processed
- Name and contact details
- Application details
- Whether or not the contact person consents to the inspection
- Covid-19 assessment Information
  - Whether or not one or more occupant(s) is/are in the Very High-Risk category
  - Whether or not one or more occupant(s) is/are in the High-Risk category
  - Whether occupants may be willing/able to vacate the property for the duration of the inspection
  - Whether or not any occupant may be considered to present an elevated risk to a person carrying out an inspection

The following shall receive your information for reasons outlined below:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Reason</th>
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<tbody>
<tr>
<td>SEAI</td>
<td>Storing, scheduling and performing site visits (surveys, inspections, quality and technical and BER Assessment related activities and corresponding with applicants)</td>
</tr>
<tr>
<td>KSN Energy (external service provider)</td>
<td>Our outsourced Managing Agent will receive data to assist with the administration and implementation of the site visits</td>
</tr>
<tr>
<td>Fexco (external service provider)</td>
<td>SEAI outsourced provider will receive data to assist with the administration of the scheme.</td>
</tr>
<tr>
<td>Experts, advisors, lawyers and others connected to the administration of the Programme</td>
<td>We share your information with a variety of third parties so we can administer the Programme. This may include sharing your information with advisers, solicitors and law firms, other experts and other.</td>
</tr>
</tbody>
</table>

Details of Data Transfers outside the EU
This does not apply to this process.

Automated Decision Making
This does not apply to this process.

Retention Period for Data
Calls are recorded and retained for 3 years
The outcome of assessment will be coded as a short alpha-numeric code and retained for 7 years for audit purposes.
Your GDPR Rights in Relation to this Process

<table>
<thead>
<tr>
<th>Right</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>Access</td>
<td>You can request and receive access to the information requested in the process at any time.</td>
</tr>
<tr>
<td>Portability</td>
<td>You can request and receive a copy of this data, in electronic/transferable format, at any time.</td>
</tr>
<tr>
<td>Erasure</td>
<td>You can request the data held be erased. We have outlined the anticipated retention period above.</td>
</tr>
<tr>
<td>Rectification</td>
<td>You can have any incorrect information, due to this being updated or otherwise, to be corrected.</td>
</tr>
<tr>
<td>Objection</td>
<td>You can object to this information being processed</td>
</tr>
<tr>
<td>Complain</td>
<td>You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.</td>
</tr>
</tbody>
</table>

**Contact Details**
Name: Data Protection Officer  
Email: dataprotection@seai.ie