

Privacy Notice

COVID-19 Risk Assessment for Visits to a Property

version 1.5

Purpose of Processing

Prior to visiting a property, SEAI or its` Agents may call the Applicant or their Representative to assess the following:

- Are they willing to have a 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.

Where energy upgrade works are undertaken by an Intermediary, such as:

- a Project Owner (PO) or Project Co-ordinator (PC) on Deep Retrofit and the Communities Schemes respectively or
- an Obligated Party (OP) under the EEOS Scheme

the Intermediary will complete their own COVID-19 risk assessments, identifying if any occupant is in the "high risk group" or "very high risk" category (as defined by the HSE*).

Where energy upgrade works are undertaken on Non-Domestic / Commercial Properties, 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 COVID-19 risk 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 COVID-19 risk assessment.

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

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

<https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.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 where applications have been made 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 visit
- 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:

Recipient	Reason
SEAI	Storing, scheduling and performing visits (surveys, inspections, quality and technical and BER Assessment related activities) and corresponding with applicants
KSN Energy (external service provider)	Our outsourced Managing Agent will receive data to support the COVID-19 risk assessment process and assist with the administration and implementation of the site visits
Fexco (external service provider)	SEAI outsourced provider will receive data to assist with the administration of the scheme.
Experts, advisors, lawyers and others connected to the administration of the Programme	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.

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

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferrable format, at any time
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed
Complain	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.

Contact Details

Name: Data Protection Officer

Email: dataprotection@seai.ie