



Privacy Notice: Biomethane Request for Information

Data Controller Name: Department for the Economy
Address: Adelaide House
39-49 Adelaide Street
Belfast
BT2 8FD
Telephone: 028 9052 9900
Email: biomethaneDfE@economy-ni.gov.uk

Why are you processing my personal information?

In line with the Department's proposed Biomethane Strategy and Policy Framework, the Department for the Economy is issuing a Request for Information (Rfi) to support the development of a business case for a proposed biomethane support scheme.

This Rfi will seek to collect information to build the evidence base for the proposed scheme, and specifically to show the level of supply and demand for locally produced biomethane.

Following closure of the Rfi, all responses submitted will be analysed and used for the purposes of informing scheme development.

Responding to the Rfi does not guarantee that a support scheme will be introduced, nor does it guarantee that a respondent would be eligible to participate in any future scheme.

Personal data, such as names and contact details provided on a voluntary basis, will not be routinely published as part of the analysis of responses.

Please note that information provided in response to this Rfi, including personal data where applicable, may be subject to disclosure under access to information legislation, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004, and the Data Protection Act 2018 / UK General Data Protection Regulation. If the Department receives such a request, it will consider the information in accordance with the applicable legislation, including any relevant exemptions or exceptions. Information will not therefore be disclosed automatically. In particular, the Department will not disclose personal data where doing so would be unlawful under the Data Protection Act 2018 or the UK General Data Protection Regulation.

Our lawful basis for collecting and processing your personal data is that of 'public task' in accordance with Article 6(1)(e) of UK GDPR, as supported by Section 8 of the Data Protection Act 2018. The relevant task is DfE's governmental function of developing energy policy in Northern Ireland, including policy relating to gas,



renewable energy, energy decarbonisation and the development of the associated biomethane policy and business case. This function is exercised within DfE's statutory responsibilities for energy and gas, including under the Energy (Northern Ireland) Order 2003, and in support of the duties placed on Northern Ireland departments by the Climate Change Act (Northern Ireland) 2022.

What categories of personal data are you processing?

We will collect and process personal data provided in response to the Rfl which may include some or all of the following information on respondents:

- name of organisation represented
- name
- postal address
- email address
- telephone number
- Information and comments provided in your response, where these identify you or could reasonably be linked to you, such as location or commercial information.

Provision of your name and contact details is entirely voluntary. You may submit a response to the Rfl without providing this information. If you choose not to provide contact details, DfE will still consider the information in your response, but we will not be able to contact you to seek clarification or further information about it. If you do provide your name or contact details, they will not be used to send you marketing information.

If you choose to provide your name and contact details, we may contact you during the analysis process in order to clarify or explain certain comments if it appears that doing so would help us understand your response and inform development of the business case.

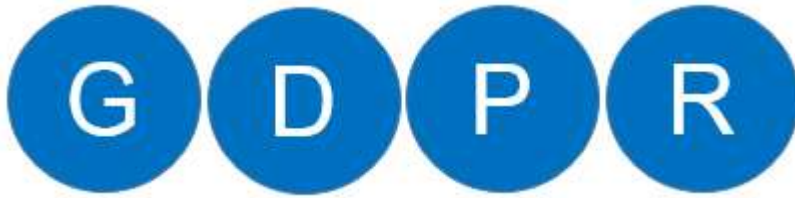
Where do you get my personal data from?

We will obtain any personal data directly from you should you wish to respond to the Rfl on behalf of a company or organisation.

Do you share my personal data with anyone else?

We will only share identifiable personal data where there is a lawful basis for doing so. This may include the limited circumstances described below, disclosures required or permitted by law, disclosures arising from requests under information-rights legislation, and disclosures necessary for audit, investigation or legal advice. Any disclosure will be considered in accordance with applicable data protection and information-rights legislation.

Delib and Citizen Space



DfE uses Delib as a data processor to help deliver this Rfl, as Delib provides and manages the online Rfl platform, Citizen Space. We have a contract in place with Delib which means that they will not do anything with your personal information unless we have instructed them accordingly.

Anonymised and aggregated information

We will use data submitted in response to the Rfl to inform the development and assessment of the proposed biomethane support scheme and its associated business case, and for related administrative, governance and legal purposes where necessary. Where relevant to the subject matter, we may share Rfl information with the Utility Regulator, the Department of Agriculture, Environment and Rural Affairs (DAERA), other government departments, public bodies or organisations whose policy or regulatory remit is engaged.

Sharing identifiable personal data

Before sharing, we will remove direct identifiers, such as names and contact details and assess whether an individual could still reasonably be identified indirectly from information such as their organisation, role, location or the detail of the comments. We will only share information that has been anonymised or otherwise limited to what is necessary for the relevant policy purpose.

Although this is unlikely, if identifiable personal data needs to be shared with another organisation acting as a separate data controller, we will only do so where DfE is satisfied that the sharing is necessary, proportionate and lawful and an appropriate data sharing agreement is in place before the information is shared.

Do you transfer my personal data to other countries?

No, we will not transfer personal data outside the UK.

How long do you keep my personal data?

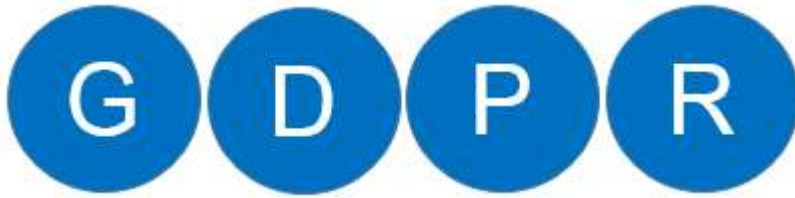
We will retain responses, including any personal data provided, for five years in line with the Department's Retention and Disposal Schedule. Contact details will be retained for as long as they are required for the purposes for which they were collected, including contacting respondents for clarification. Where contact details are no longer required, we will delete or otherwise separate them from the substantive Rfl information where appropriate.

Will DfE use my personal data to make an automated decision about me or for profiling purposes?

We will not use your personal data for automated decision making or individual profiling purposes.

What rights do I have?

Depending on the circumstances, you may have the following rights under UK data



protection law:

- You have the right to obtain confirmation that your data is being processed, and [access to your personal data](#).
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#).
- You have the right to [restrict or suppress processing](#) of personal data, in specific circumstances.
- You have the right to [object to the processing](#), in specific circumstances.

If these rights are applicable and you wish to exercise them, please e-mail:
DPO@economy-ni.gov.uk

How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at DPO@economy-ni.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Contact details of the ICO are available at <https://ico.org.uk/global/contact-us/>.