

Privacy Notice – Grant Applications and Submissions

Who we are

We are Energy Systems Catapult Limited, a company limited by guarantee registered in the UK under company number 08705784, whose main place of business is at 7th Floor, Cannon House, 18 Priory Queensway, Birmingham B4 6BS (“we”, “us”, “our”).

This Privacy Notice explains how we collect, use and protect personal information provided as part of grant applications and submissions.

For the purposes of the UK General Data Protection Regulation and the Data Protection Act 2018, Energy Systems Catapult Limited is the data controller for the personal data processed in relation to grant applications.

What information we collect

As part of the grant application and assessment process, we may collect and process the following types of personal data:

Applicant details

Name, job title, email address, telephone number, and contact details of the project lead and authorised representatives.

Organisational information

Information about the applying organisation, which may include registration details, governance information (such as board member names), and organisational reports.

Project information

Information relating to the proposed project, including project descriptions, budgets, activities, and collaborating partners.

Due diligence information

Where appropriate, we may review publicly available information about key personnel or organisations in order to carry out due diligence checks.

Grant applications are typically submitted on behalf of organisations. Personal data collected relates primarily to individuals acting in a professional capacity, such as project leads or authorised organisational representatives.

Where we obtain personal data from

In most cases, personal data is provided directly by the applicant organisation or its representatives as part of the grant application process.

In some circumstances, we may also obtain information from publicly available sources (for example organisational websites or public registers) in order to carry out appropriate due diligence checks.

How we use your information

We will only process personal data that is necessary for the purposes described in this notice.

Personal data submitted as part of a grant application may be used to:

- Assess and evaluate applications submitted to us
- Carry out appropriate due diligence checks
- Administer and manage grant awards where funding is provided
- Monitor project progress and evaluate outcomes
- Maintain records of applications and funding decisions
- Meet legal, regulatory, financial, and audit requirements

If an application is successful, we may publish the name of the organisation receiving funding and a summary of the funded project on our website or in public reports.

Legal basis for processing data

We process personal data relating to grant applications under the following lawful bases:

Legitimate interests

To assess grant applications, administer funding programmes, and ensure that funding is allocated and managed responsibly.

Contractual necessity

Where processing is necessary to enter into or manage a grant agreement with the applicant organisation.

Legal obligation

Where processing is required to comply with legal, regulatory, accounting, or audit requirements.

Sharing your information

Personal data submitted as part of a grant application may be shared with:

- Relevant staff within Energy Systems Catapult involved in reviewing or administering grant programmes
- External reviewers, advisers, or subject matter experts who assist with evaluating applications, subject to appropriate confidentiality obligations
- Professional advisers such as auditors or legal advisers
- Regulatory or governmental bodies where required by law

Your application will not be made publicly available during the review process.

International transfers

Personal data collected as part of the grant application process will not be transferred outside the United Kingdom.

How long we keep your information

We retain personal data only for as long as necessary for the purposes described in this notice.

- Unsuccessful applications may be retained for up to three years in order to maintain records of funding decisions and support future programme administration.
- Successful applications may be retained for the duration of the grant and for up to seven years afterwards to comply with legal, financial, and audit requirements.

Confidentiality of proposals

We recognise that grant applications may contain innovative or commercially sensitive information. Project proposals are treated as confidential and are used solely for the purposes of evaluating applications and administering grant funding.

Security

We take appropriate measures to ensure that personal data is kept secure, including technical and organisational measures to prevent it from being lost, disclosed, or

used in an unauthorised way. Access is limited to staff with a genuine need to know, subject to confidentiality obligations.

Your rights

Under UK data protection law, you have rights in relation to your personal data, including the right to:

- Be informed about how your data is used.
- Access the personal data we hold about you.
- Correct inaccurate or incomplete data.
- Request deletion of your data.
- Restrict or object to how your data is used.
- Request your data in a portable format, where applicable.

To exercise your rights, please contact us using the details below.

Please note that requesting deletion of personal data during an active grant application or grant agreement may affect our ability to process the application or manage the funding arrangement.

Contact us

If you have any questions about how your personal data is used, please contact:

sense@es.catapult.org.uk

You also have the right to lodge a complaint with the Information Commissioner's Office if you believe your personal data has not been handled in accordance with data protection law.

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

Contact

Questions, comments and requests regarding the grant applications and submissions process can be directed to: sense@es.catapult.org.uk

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to:

Data Protection Officer

Energy Systems Catapult Limited

7th Floor, Cannon House

18 Priory Queensway

Birmingham

B4 6BS

Email: dataprotectionoffice@es.catapult.org.uk