

Privacy Notice

Lightsource bp respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

It is important that you read this privacy policy together with any other privacy policy or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements the other notices and is not intended to override them. Additionally, we have taken a layered approach to allow you to go directly to the information you would like to read.

Who is responsible for the processing of your personal data?

Lightsource bp Renewable Energy Investments Limited is the controller and responsible for this website and the personal data we collect from you. Lightsource bp is made up of different legal entities and this privacy notice is issued on behalf of the Lightsource bp group; so when we mention Lightsource bp, “we”, “us” or “our” in this privacy notice, we are referring to the relevant company in the Lightsource bp group responsible for processing your personal data.

Who can you contact in case you have questions or requests?

We have appointed a Data Protection Officer (DPO) who is available to handle any questions or queries you may have relating to the processing of your personal data and/or this policy.

The DPO can be contacted at: privacy@lightsourcebp.com or alternatively by writing to, Data Protection Officer, Compliance Team, Level 7, 33 Holborn, London, EC1N 2HU.

What personal data we process and why?

We collect personal data from you for the following reasons:

Website enquiries

When completing our ‘contact us’ form, you provide us with your name, email address and a message. You may also

provide your telephone number and postcode if you wish too but it is not mandatory.

We collect this information so that we can reply to your query and process it in our legitimate interests.

Telephone enquiries

When contacting our customer services team, you will be asked for your name, email address, company name, a mobile phone number and the reason for your call. These calls are also recorded.

We collect this information so that we can respond to your enquiry, for training and monitoring purposes and process it in our legitimate interests.

Enquires about employment vacancies

We do not stipulate the content of a Curriculum Vitae (CV) or any covering letters and so we will collect the information provided to us as part of an application for work (whether as an employee, worker or contractor). As a minimum we would process your name, email address, postal address and contact numbers.

We process this information prior to entering into an employment contract with you.

Prospective customer/partner/client

We process business contact information such as names, company names, job roles, email and postal addresses of prospective customers, partners or clients. We use this information to keep track of our conversations and manage the relationship.

We process this information in our legitimate interests and when entering into or in the performance of a contract.

Dash Cam recordings

Lightsource bp vehicles and vehicles used for our business purposes are equipped with dash cams. The dash cams will capture recordings of other road users and is used when investigating health and safety incidents and to protect our employees and property.

We process this information in our legitimate interests.

Subscribe to our service, publications, or request marketing to be sent to you

You may sign up to our services and newsletters by providing your email address through our website or by telephoning us with the request. We send such materials electronically and collect your email address to be able to do so.

We process this information with your consent, and you may withdraw your consent at any time.

Give us feedback

We may ask you for feedback or you may provide it of your own accord, we use the information you provide to improve our services and deal with the comments raised.

We process this information in our legitimate interests.

Cookies

We use cookies on our websites but take care to give you control over their use. Cookies help us to provide you with a better experience when you browse our website and also allow us to make improvements to our site.

If you would like more information on how we process cookies, please see our Cookie Policy document, which is available here.

How long we keep your information and how we secure it

We only retain your data for as long as required by law or where we have an appropriate business justification.

For further information on how long personal data is likely to be kept before being removed from our systems and databases, please contact us at privacy@lightsourcebp.com, or by writing to the Data Protection Officer, Compliance Team Level 7, 33 Holborn, London, EC1N 2HU.

Protecting your personal data

We have implemented a set of technical and organisational security measures to protect your personal data against unlawful or unauthorised access, use of modification, in addition to protection against accidental loss or damage.

Your personal data will only be processed by a third-party Processor if that Processor agrees to comply with a set of

agreed contractual clauses, in addition to appropriate technical and organisational security measures.

Appropriate security means ensuring controls are in place to protect the confidentiality, integrity, and availability of your personal data:

- Confidentiality: we will protect your personal data from unlawful disclosure to third parties.
- Integrity: we will protect your personal data from being modified by unauthorised third parties.
- Availability: we will ensure that authorised parties are able to access your personal data when needed.

In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

Disclosure of personal data

Depending on the purposes for which we collect your personal data, we may disclose it to the following categories of recipients, who will then process your personal data only within the context of the purposes detailed below.

Within our organisations and our group:

We share personal data within our subsidiary companies' and different legal entities. We do this to provide our services to you such as during the negotiations of a sale, to answer queries etc.

Third party business partners:

From time to time, we may disclose your personal data to trusted organisations who handle services on our behalf.

When we disclose your personal data, we take steps to ensure that any third-party partners who handle your personal data comply with data protection legislation and protect your personal data appropriately. We only disclose the information that is necessary for them to provide the following services:

- Providers of IT related services.
- Customer contact centres or forms: to help us deal with your queries and be able to respond to any of your queries or solving any issue which may be identified.

- Professional advisers such as lawyers, bankers, auditors, and insurers who provide consultancy, banking, legal, insurance and accounting services.

In certain circumstances, we are under a legal obligation to share your personal data to official bodies, such as HMRC, Regulators and other such authorities.

We do not sell personal information collected through this site.

International data transfers

We operate globally and depending on the service we are providing, your personal data may be transferred, stored and processed by us in countries outside the UK and the EEA.

When this happens, we will put specific measures in place to ensure that your data is given the same protection it would receive in the UK and EEA. If you have any questions about this or would like copies of the safeguards in place for a specific set of processing, then please contact us.

Your rights

We want to be as transparent as possible with you, so that you can make meaningful choices about how you want us to use your Personal Data. To exercise your Rights under Data Protection Law, please contact our DPO at privacy@lightsourcebp.com or write to us at, Data Protection Officer, Compliance Team Level 7, 33 Holborn, London, EC1N 2HU.

Your choices on how you want to be contacted and withdrawing consent

If you no longer wish to hear from us, you can tell us by contacting us.

Your Right to Access

You have the right to know whether or not we are processing your personal data, to access that information and additionally specified information regarding how we process your information.

Your Right to Rectification

If you find any mistakes in your personal data, you find it incomplete or incorrect, you may also ask us to correct or amend it. This can be done by providing details of your request to us, using the contact details provided.

Restriction of Processing

You have the right to ask us to restrict the Processing of your personal data. This may be whilst we check the accuracy of the information, we hold on you. This can be done by providing details of your request to us, using the contact details provided.

Right to Object to Processing

You have the right to object to the use of your personal data for direct marketing purposes. You may also object to us sharing your personal data with a third party for the same purpose.

Right to Object to Automated Decision Making

You have the right to object to the use of automated decision making. We do not currently make decisions solely by automated means and so this will not apply to you.

Your Right to Erasure

You have the right to ask us to delete your personal data. If you do, please provide details of your request to us, using the contact details provided. We will assess your request and if we are able to erase your data we will inform you of the outcome.

Your Right to Data Portability

You have the right to request that data you have provided is sent to you in a structured, commonly used and machine-readable format and have the right to transmit that data to another organisation. This can be done by providing details of your request to us, using the contact details provided.

Making a complaint

If you wish to make a complaint, please contact our Data Protection Officer. If you are unhappy with the response from the Data Protection Officer then you have the right to lodge a complaint with a Supervisory Authority. We are registered with the Information Commissioner's Office in the UK but you may also complain to a Supervisory Authority in your country of residence.

Policy changes

When we make changes to this Policy or the way in which we process your personal data, we will draw your attention to this either through updates to this Policy on our website, through our service lines or by another means of communication such as email.

Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and

are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.