



Ministry of Housing,
Communities &
Local Government

Building Safety Fund

for the remediation of non-ACM Cladding Systems

Annex B – Registration form questions

May 2020

Ministry of Housing, Communities and Local Government

Registration Form

The registration form will be available for registrations from the 1st June 2020 until 31st July 2020.

The list of questions given below reflect the current intended questions within the form and we reserve the right to change these prior to publication

The form will take around 20 minutes to complete and you will need to complete the form in a single sitting.

You will be asked at the end of the application form to confirm that:

- the form is complete and accurate, and my responses meet all the requirements set out in the guidance and Prospectus
- the External Wall System requires remediation and meets the technical eligibility requirements set out in the Prospectus
- all reasonable steps to pursue legal action and/or warranties and/or and insurance claims are being taken

If you experience any problems completing the form, please contact bsf@communities.gov.uk

Questions

Number	Question
1	Does the building for which you wish to register interest in the Building Safety Fund contain residential flats?
2	Would you be able to recover the costs of remediation from your leaseholders through the service charge?
3	Is the building in question at least 18 metres in height (or just below 18m) when measured using the approach set out in the diagram above? [Note -for diagram see technical annex]
4	Did remediation construction works on site (for the building in question) start before funding was announced on 11 March 2020?
5	Will construction work for the remediation project commence before 30 September 2021?
6	Are you the building owner, freeholder, responsible entity, or are you an agent registering on one of these organisations' behalf for the building in question?
7	Are you a Registered Provider of social housing? This can be a local authority or a housing association.
8	If you are a local authority, has your S151 Officer confirmed that the remediation works are unaffordable to the local authority?
9	If you are a housing association, has your Principal Officer confirmed that the remediation works: are not affordable, and would impact on the ability of the organisation to maintain its stock at a sufficient level to allow it to continue to be used as Social Housing?
10-15	Name, Job Title, Organisation, Email Address and Phone Number of individual registering

Number	Question
16-22	Address details for the building applied for (including Land Registry number where known)
23	Are you registering for the entire building or a specific block?
24	If you are registering for a specific block, please provide further details about that block
25	How many units are there in total within the building or block? Include both residential units and commercial units in this total.
26	When was the unsafe external wall system installed on the building? (Last 6 years/Last 12 years/more than 12 years)
27	What is the height of the building from ground level to the finished floor level of the highest habitable floor? Please answer in metres to two decimal places.
28 - 36	Details about the Responsible Entity for the building
37	Is the insulation installed in the External Wall System of European Class B-s1, d0, or below?
38	If you answered 'yes' or 'don't know' to the question above, please provide more details about the insulation installed. For example: product name, type of insulation
39	Are any of the cladding panels installed in the External Wall System of European Class C-s1,d0 or below?
40	If you answered 'yes' or 'don't know' to the question above, please provide more details about the cladding panels installed. For example: product name, type of cladding
41	Are any of the cladding panels installed in the External Wall System of European Class B-s1,d0 to European Class B-s3,d2?
42	If you answered 'yes' or 'don't know' to the question above, please provide more details about the cladding panels installed. For example: product name, type of cladding
43	Do any of the cladding panels have filler materials within them of European Class B-s1,d0 or below?
44	If you answered 'yes' or 'don't know' to the question above, please provide more details about the cladding panels installed. For example: product name, type of cladding
45	Please provide any further details of safety issues with the External Wall System for the building in question. E.g. inadequate protection of combustible insulation, issues with fire stopping in the external wall, any design features which may assist fire spread
46	Have you informed your local Fire and Rescue service of the issues with the External Wall System and agreed any necessary mitigation measures?
47	What is the current status of External Wall System remediation project for the building in question?
48	Where construction work on site has already commenced, please state the planned completion date for the project. Leave this field blank if the project has not started yet.

Number	Question
49	Have any warranty or insurance claims been made in respect of the External Wall System?
50	If you answered 'yes' to the question above, please provide further details about the warranty or insurance claims
51	Are there any ongoing legal claims in respect of the External Wall System?
52	If you answered 'yes' to the question above, please provide further details about the ongoing legal claims

Your data

Information provided in response to this data collection, including personal data, may be published or disclosed in accordance with the access to information regimes. These are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the EU General Data Protection Regulation, and the Environmental Information Regulations 2004.

The information you provide in response to this data collection will be treated as confidential by the organisations with whom it is shared. Please be aware that, as a public authority, the Ministry of Housing, Communities and Local Government (MHCLG) is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. If MHCLG receives a request for disclosure of the information, MHCLG will take full account of the commercial confidentiality of the sales and reserved information, but cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on MHCLG. MHCLG will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included in the next section.

Your personal information

This section explains your rights and gives you the information you are entitled to under the General Data Protection Regulation and Data Protection Act 2018. Note that this section only refers to your personal data (your name, email address, and anything that could be used to identify you personally) and not the content of your response to the survey.

1. The identity of the data controller and contact details of our Data Protection Officer.

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at: dataprotection@communities.gov.uk

2. Why we are collecting your personal data.

Your personal data is being collected as an essential part of the data collection for the Building Safety Fund Non-ACM Cladding Remediation Fund registration of interest and application so that MHCLG and its agents can contact you regarding

your proposed remediation project and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data.

The legal basis for processing of data is set out in Article 6 (1) of the General Data Protection Regulation. We will process your data under point (e) – “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”

The processing of personal data is necessary for the effective management of the administration of the Building Safety Fund – Non-ACM Cladding Remediation Fund. The collection of this information is carried out under common law powers. The Secretary of State, and the Ministry of Housing, Communities and Local Government acting on their behalf, is seeking to collect the information to allow for the allocation of funding to ensure that buildings with unsafe cladding systems can be remediated which is clearly in the interest of residents of those buildings and the wider public interest. The collection of personal data is necessary to allow communication with those applying for the fund.

4. With whom we will be sharing your personal data.

MHCLG will share your data with our delivery partners, Homes England (HE) and the Greater London Authority (GLA) who will manage the full application process.

Following the MHCLG registration phase, the delivery partners will contact you to progress your application should your registration pass eligibility checks. HE and the GLA will also collect data on our behalf as part of the application process and will share your information with the consultants who work for them to review and progress your application for funding.

We will also share your information with Faithful + Gould and any other companies acting on MHCLG’s behalf in managing the Building Safety Fund. The information will only be accessed for the purposes of communicating with you to assess your eligibility for funding. This privacy notice will be updated as and when other third-party companies are appointed to act on our behalf to carry out roles that require us to share your information with them.

We may also share your information with local authorities and fire and rescue services where we believe there may be a resident safety matter to be addressed.

5. How long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for one year following the closing of the application process in March 2021 for unsuccessful applicants to allow for us to respond to any subsequent correspondence on our decision making. For successful applicants the information will be held for twelve years after the project being funded has completed. This is to comply with standards around the retention of government records for audit purposes on grants for construction projects.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right to:

- know that we are using your personal data
- see what data we have about you
- ask to have your data corrected, and to ask how we check the information we hold is accurate
- lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.

7. **Information Systems**

We are using SurveyMonkey as the tool to collect your data. This means that your data will be stored on their servers in the United States in the first instance, before being transferred to MHCLG servers in the UK.

Their privacy policy can be found here: <https://www.surveymonkey.com/mp/gdpr>.

SurveyMonkey is certified under and complies the EU-US Privacy Shield programs (privacyshield.gov), which legalises the collection, use, transfer, and retention of personal data from Europe to the US. We have taken all necessary precautions to ensure that your rights in terms of data protection will not be compromised by this. Should your registration be successful, delivery partners will refer you to a portal for the completion of the application process. This data will not be transferred outside the EU.

8. **Removal of personal data from SurveyMonkey.**

Your personal data provided at registration will be moved from SurveyMonkey to our internal IT systems by MHCLG and will be deleted from SurveyMonkey in August 2020 following the closure of the registration form

9. **Your personal data will not be used for any automated decision making.**

10. **Complaints**

When we ask you for information, we will keep to the law, including The General Data Protection Regulation 2016, the Data Protection Act 2018 and any new legislation coming into force. If you are unhappy with the way the department has acted, you can make a complaint.

If you are not happy with how we are using your personal data, you should first contact dataprotection@communities.gov.uk

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

Website: <https://ico.org.uk/>