

Privacy Notice for EU Battery Passport Requirements Survey

Advanced Manufacturing Research and Evaluation



Department for
Business & Trade

The Department for Business and Trade (DBT) is committed to protecting the privacy and security of your information. This privacy policy describes how we collect and use personal information about you in accordance with UK Data Protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are required under data protection legislation to notify you of the information contained in this privacy policy. It is important that you read this policy so that you are aware of how and why we are using your information.

1. Purpose of this research

The Department for Business and Trade (DBT) is conducting research on the new EU Battery Passport requirements, including organisational awareness and preparedness of these requirements. Your participation will help us understand how the new EU Battery Passport requirements will affect UK battery businesses. Personal and commercially sensitive information are collected and maintained for the purposes of this research. Participation in this project is entirely voluntary.

2. What information we collect

We will collect only the minimum amount of personal data necessary for this research. This may include:

- your name and organisational contact details
- your role and organisation
- your responses during the survey
- commercially sensitive data

We will **not** collect sensitive personal data.

3. How your information is stored and protected

Information is stored securely on DBT systems with restricted access and in line with UK GDPR requirements.

The only personal information DBT will be asking to collect is participant organisation email addresses. These will be stored on a secure, password protected system with access restricted to the analytical team.

Personal data will be deleted within two years from project end.

4. How we use your information

Your information will only be used for:

- organising and conducting this research
- analysing findings to produce insight for DBT
- producing anonymised outputs to support policymaking

Pending your consent, your organisations data could also be used for:

- future contact from DBT or third-party contractors
- linking to other data sources held by government

Personal information will not be used for any purpose unrelated to this research.

You will not be identified in any research outputs unless you explicitly consent to this.

5. Lawful basis for processing

DBT processes personal data as part of its public task to carry out research, evaluation, and policy development. The lawful basis for processing personal data under [Public Task is outlined in Article 6\(1\)\(e\)](#) of the UK General Data Protection Regulation and section 8 of the Data Protection Act 2018, which permits processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in DBT. Where optional data is collected, consent may also be used as a lawful basis.

You have the right to object to processing under the Public Task lawful basis at any time. If you wish to object, please contact us at data.protection@businessandtrade.gov.uk.

6. How will we share your information

We may share your personal data with third-party contractors where you have explicitly consented to this during the survey, and only for the purposes set out in the 'Purpose of this research'. Any follow-up by our third-party contractors for the purpose of clarification will be limited to no more than 18 months after the research has concluded. Our third party contractors are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions. In addition to our data processors, we may share your data with other recipients, including:

- other government departments, public agencies or bodies
- law enforcement agencies and regulators
- other businesses, companies and organisations, in the course of our services
- law enforcement agencies and regulators
- the National Archives, for archival purposes

Where not exempt, we may be required to disclose your information in response to information requests, for example, under Freedom of Information (FOI) law. This processing is carried out under the lawful basis of Legal Obligation (Article 6(1)(c) of the UK GDPR and section 8 of the Data Protection Act 2018), as it is necessary to comply with legal requirements.

You will be notified if your information is shared with other third parties not included in this list. Aggregated analysis of responses may also be shared with the Information Commissioner's Office (ICO), the Government Internal Audit Agency (GIAA) and the National Audit Office (NAO).

We will not:

- sell or rent your data to third parties
- share your data with third parties for their own marketing purposes

We will also share your data if we are required to do so by law or regulation, for example, by court order or to prevent fraud or other crime.

7. Your rights

Under UK data protection legislation, you have several rights in relation to how your personal data is processed. These rights apply to the personal data collected for this research and can be exercised at any time. You have the right to:

- access your personal data – You can request a copy of the personal information we hold about you and how it is being used.
- request correction – If any of the information we hold is inaccurate or incomplete, you can ask us to update or correct it.
- request erasure – In certain circumstances, you can ask us to delete your personal data.
- object to processing – You have the right to object to the processing of your personal data when processing is carried out under the Public Task lawful basis.
- request restriction of processing – You can ask us to limit the way we use your information in certain situations.
- withdraw consent – Where we rely on your consent (for example, for audio/video recordings), you can withdraw this at any time without affecting your participation.
- ask questions or raise concerns – You can contact us at any point during the research if you have questions about how your data is being used. Add AM email address

To exercise any of these rights, or to raise a concern, please contact the DBT Data Protection Officer at data.protection@businessandtrade.gov.uk.

8. Contact details

If you have any questions about how your data is used, please contact the DBT Data Protection Officer:

data.protection@businessandtrade.gov.uk

If you have any questions about the research or would like to withdraw from the research, please contact DBT's Advanced Manufacturing Research and Evaluation team:

Advanced.manufacturing.research@businessandtrade.gov.uk

You also have the right to contact or submit a complaint to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

0303 123 1113