

Homes for Ukraine and Ukraine Permission Extension privacy notice

Who we are

Cambridge City Council, will collect, use and be responsible for certain personal information given to us about you. When we do so we are regulated under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are responsible as 'controller' of that personal information.

This includes the information of people travelling to the UK on a Homes for Ukraine visa and later transferring to the Ukraine Permission Extension scheme ("a Guest"), people who support Guests visa applications to travel to the UK ("a Sponsor"), and people who provide accommodation for Guests ("a Host").

As a Local Authority, we will ensure the following checks are completed:

- That the Sponsor/Host accommodation exists and is suitable
- That the Sponsor/Host has completed a Basic or Enhanced DBS check
- That the Guest has a welfare check upon arrival, and at regular intervals

As part of our work to support Guests, Sponsors, and Hosts we ask individuals to provide information, some of which may be personal data.

Personal information we collect and use

We will collect the following personal information when you provide it to us, or we receive it from the Ministry of Housing, Communities, and Local Government (MHCLG):

- Personal information e.g. your name, address
- Contact details e.g. email address, telephone number
- Bank details (to allow us to make appropriate payments)
- Information relating to individuals living in your household

We may also need to collect some 'special category data' and criminal convictions data, for example when carrying out safeguarding and DBS checks, or when you provide us with a share code to prove your visa status. This data is more sensitive and is treated with additional care and protection.

How we use your personal information

We use your information to:

- Support the delivery of the Homes for Ukraine and Ukraine Permission Extension schemes
- Ensure Sponsors, Hosts, and their households undertake DBS checks
- Contact you regarding your application
- Contact you to carry out further checks, e.g. home visits
- Providing additional information and support about services available to you and communities.

Data capture forms

When we are notified that a Guest has been successfully matched with a Sponsor or Host, we will email the Sponsor/Host to conduct essential accommodation and safeguarding checks.

When these checks have been completed, Sponsors/Hosts will be asked to complete an online form hosted on our website with details of the Guests arrival. The information provided through this online form allows us to administer 'Thank You' payments should you wish to opt in to receive them.

The data captured will be stored in line with retention periods stated below and shared with relevant service areas where necessary.

When Guests transfer to the Ukraine Permission Extension scheme, their Sponsor/Host will again be asked to complete an online form to verify that they remain eligible for 'Thank You' payments.

What allows us to use your personal information

The use of personal information for completing suitability and welfare checks is a public duty placed on the local authority (also known as GDPR 6,(1) (e)). You have the right to object to this processing, however if you do, you may not be able to proceed with your application for the Homes for Ukraine or Ukraine Permission Extension schemes.

DBS checks are carried out with the informed consent of the Host or Sponsor. The legal basis for the council processing this data is Article 9(2)(a).

In addition, the Council receives information from MHCLG, including special categories information. This information is shared and processed under Article 9(2)(g), processing necessary for reasons of public interest.

Guests receive a regular newsletter containing information and events that may be relevant to you. The newsletter contains instructions on how you can opt out of receiving it.

How long your personal data will be kept

We only hold your personal information for as long as necessary.

Personal data provided by MHCLG from your application or collected from you through the checks process will be held for 2-years from the end of the scheme.

Financial data relating to payments made will be held in line with our retention of all financial data for 7-years.

Communications contact data is reviewed annually, and you will have the opportunity to opt out at any time.

Who we share your personal information with

When working with you, we may collect information from, or share it with, some of the following third parties:

- MHCLG
- Cambridgeshire County Council
- Relevant service areas and external organisations where necessary to progress with application checks

Information will not be sold, or provided to anyone else, or used for any purpose that is not related to any of the Council's statutory functions, unless you have been advised that we will do so, or it is required by law.

Your rights

For information on how you can access your personal data and your other rights please see our [Privacy notice – Cambridge City Council](#)

For further information about your rights, including the circumstances in which they apply, please visit the [Information Commissioner's website](#).

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being used or accessed in an unauthorised way.

Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have a procedure in place to deal with any suspected data security breach. For further information on how the council keeps your data secure please see the main [Privacy notice – Cambridge City Council](#)

Who to contact

If you have any concerns regarding the way we have handled your personal data, please contact the Data Protection Officer by emailing infogov@3Csharedservices.org or by calling 01223 457000. Your complaint will be answered as soon as possible and within 20 working days.

UK GDPR also gives you the right to lodge a complaint with the Information Commissioner, we may be contacted via the [Information Commissioner's website](#).