

# Homes for Ukraine 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.

We will work with you under the Homes for Ukraine Scheme as a sponsor. As a Local Authority we will provide vetting/home checks in person, DBS checks and later occasional welfare checks.

As part of the Council's work to support hosts (sponsors) and guests (arrivals from Ukraine) through the Homes for Ukraine scheme, and our work to help our local communities in their efforts to welcome and provide support for hosts and guests, we are asking 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 from central government.

- 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 in carrying out our safeguarding/DBS checks. This data is more sensitive and is treated with additional care and protection

## How we use your personal information

We use your personal information to:

- Support the delivery of the Homes for Ukraine Scheme
- Ensure sponsors and their households undertake DBS checks
- Contact you regarding your application
- Contact you to carry out further checks e.g. to arrange home visit
- Providing additional information and support about services available to hosts, guests and communities.

## **Host and guest data capture form**

People who have registered as a host (sponsor) and who have been successfully matched with a guest / guest family from Ukraine will receive an email from us within the first week of us receiving your data.

This email will contain important information related to conducting essential safeguarding and accommodation checks, and how the payments of £200 per individual guest and £350 per host household will be paid.

In order to process some of these checks and payments, we will ask hosts and guest to complete an online form hosted on our website.

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

## **What allows us to use your personal information**

The mailing list for community groups is based on your consent. Details of how to remove your consent are given in the section above.

The mailing list for sponsors communications/ welfare and home check visits is a public duty placed on the council (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 to be a sponsor if you object to providing data for housing, DBS, welfare checks or finance purposes.

## **How long your personal data will be kept**

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

Personal data provided by government from your application, collected from you as a sponsor or that is generated 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 have the opportunity to opt out at any time.

## **Who we share your personal information with**

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

- Cambridgeshire County Council
- DLUHC

- 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 procedures 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](mailto: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 right to lodge a complaint with Information Commissioner, who may be contacted via the [Information Commissioner's website](#).

Last updated April 2022