

## Homes for Ukraine Sponsorship Scheme Privacy Notice

Last updated: 10 July 2023

### Introduction

This privacy notice explains how the County Council uses your data for purposes related to local delivery of the Homes for Ukraine Sponsorship Scheme. The notice also provides information about your data protection rights.

The sponsorship scheme is organised nationally by the Department for Levelling Up, Housing and Communities (DLUHC) and the Home Office with the objective of providing homes to those fleeing the war in Ukraine.

The Council is cooperating with other local authorities to deliver the sponsorship scheme by helping guests (applicants) from Ukraine find homes with people in Nottinghamshire who have registered as sponsors.

To do this, we need to use personal data related to guests and sponsors and to other people who will live in the same households. Some information is provided to us by DLUHC, and information is collected by us or by other local authorities. We may share this information with other local authorities, and with DLUHC or the Home Office, if necessary to support delivery of the sponsorship scheme and help guests find suitable homes.

DLUHC and the Home Office have published their own [privacy notice](#) that explains how they process personal data for the purposes of the scheme.

### Who will be using your data and how will we obtain it?

Nottinghamshire County Council is the data controller for the personal data you provide to us or that we receive from other organisations.

In addition to the information about guests and sponsors shared with us by DLUHC, we may receive information from district and borough councils and from other organisations if they or we make enquiries for the purposes of assessing the sponsors and their households as suitable matches for guests.

## **What personal data do we use?**

The Council may hold the following data related to guests:

- full name or alias
- age or data of birth
- sex
- contact details
- family members
- passport number (and related details)
- address main applicant will be staying at, if not with the sponsor

The Council may hold the following data related to sponsors:

- full name or alias
- address
- age or date of birth
- sex
- contact details
- details of property (number of bedrooms, etc.)
- safeguarding checks outcomes/flags
- immigration status
- bank details

The Council may also hold the above details for individuals recommended as a sponsor by another person providing an offer of help via DLUHC, and for individuals living in the same household as the sponsor (or as a recommended sponsor).

The Council will also hold records of telephone calls and other contacts with individuals made for the purposes of arranging homes for guests.

In some cases the Council may match your data with information from other locally held datasets, such as Council Tax and social care records, in order to verify the information we have received from DLUHC and the suitability of sponsors and their homes for habitation by guests.

## **What types of special category personal data do we use?**

The personal data held by the Council related to some individuals may include some 'special category' or sensitive data, including information related to health, racial or ethnic origin, religious or philosophical beliefs, or to offences or allegations. The Council will only hold this data for some individuals, where necessary for the safeguarding of guests and sponsors or for ensuring the suitability of accommodation.

## **Why do we use your data?**

The Council will use your personal data to:

- match guests to suitable sponsors,
- obtain information from Disclosure and Barring Service (DBS) checks,
- safeguard guests and sponsors,
- ensure the suitability and safety of housing and household arrangements, and
- make referrals to other services, such as social care and health, where necessary to meet identified support needs of individuals.

The Council will also use your personal data to:

- follow up and respond to queries and concerns from guests or sponsors,
- report outcomes and progress to DLUHC and the Home Office, and
- produce reports on local delivery of the scheme, as management information for the Council and partner organisations.
- signpost to relevant events, education and employment opportunities, or other initiatives to the benefit of guests and hosts

Where possible the Council will aggregate or de-identify your data when it used for purposes that do not require you to be identifiable as an individual.

We will not share or use your information for other purposes unless we have a legal obligation to do so.

### **What is the lawful basis that allows us to use your data?**

The Council's processing of personal data for the purposes described above is on the lawful basis of public task in Article 6(1)(e) in the UK General Data Protection Regulation (UK GDPR): processing is "necessary for the performance of a task carried out in the public interest or in the exercise of official authority".

The Council's processing of health information and other special category data for those purposes is based on the condition in Article 9(2)(g) of UK GDPR: processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject".

### **Who may we share your data with?**

The Council will share your data with district and borough councils within Nottinghamshire, and with the Disclosure and Barring Service (DBS). We will also share your data with DLUHC, the Home Office, with Nottingham City Council and other local authorities in England when necessary to ensure a co-ordinated approach to local delivery of the sponsorship scheme.

In some circumstances we may share your information with other services within the Council, such as social services, with health partners in the NHS, or with charitable or voluntary organisations, where necessary to ensure that you receive appropriate support. We will normally tell you before we pass your information to other services or organisations.

We will ensure we only share your data with organisations that the Council trusts will comply with data protection law. Where possible the Council will aggregate or de-identify your data when it is shared for purposes that do not require you to be identifiable as an individual.

### **How long is your data kept for?**

We will only keep your personal data for as long as is necessary for the purposes for which we are processing it, unless we are under a legal obligation or have another legitimate reason for keeping it longer.

The Council currently anticipates that it will keep your information for at least two years following the end of the Homes for Ukraine Sponsorship Scheme. We may keep your information for a different period of time if we share it with other Council services for purposes of social care or other support.

Personal data held by the Council will be securely deleted or destroyed once we no longer have a legitimate reason to keep it.

### **What rights do you have in relation to our use of your data?**

You have a number of rights that you may exercise in relation to your personal data. Some of the rights do not apply automatically and may not be available in certain circumstances where a lawful exception applies.

You have a right to access your personal data. You can request a copy of the personal data that we hold about you and ask us to explain how we use your data.

You have a right to object to processing of your personal data. You have an absolute right to stop your data being used for direct marketing. In other cases where the right to object applies, we may be able to continue using your data if we have a compelling reason for doing so.

You have a right to request the restriction or suppression of your personal data.

You have a right to have your personal data erased if we no longer have a legitimate use for it. This right is sometimes called the 'right to be forgotten'.

You have a right to rectification of your personal data if the information we hold in relation to you is inaccurate or incomplete.

You have a right not to be subject to any decision based solely on automated processing, including profiling, which produces legal or similarly significant effects. You can request human intervention or challenge any solely automated decision-making that significantly affects you.

If you would like to request access to your personal data or exercise any of your other data protection rights, please contact the County Council's Complaints and Information Team:

Complaints and Information Team

Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP

- email: [complaints@nottscc.gov.uk](mailto:complaints@nottscc.gov.uk)
- telephone: 0300 500 80 80

**Where can you get advice or make a complaint?**

If you have questions about this privacy notice or about how we use your personal data, you can contact the Council's Data Protection Officer (DPO) at:

Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP

- email: [DPO@nottscc.gov.uk](mailto:DPO@nottscc.gov.uk)
- telephone: 0115 8043800

You can seek advice and have the right to make a complaint to the Information Commissioner's Office. The ICO is an independent body set up to uphold information rights in the UK. You can contact them through their website: [www.ico.org.uk](http://www.ico.org.uk), or their helpline on 0303 123 1113, or in writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire,  
SK9 5AF