



Privacy Notice

Durham County Council - Homes for Ukraine Sponsorship Scheme

Who are we?

Durham County Council
Neighbourhoods and Climate Change
Humanitarian Support Team

Durham County Council and partners provide support outlined in government guidance and further support as identified. The Humanitarian Support Team needs to keep your personal information so we can perform all these duties.

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

What type of personal information do we collect and how do we collect it?

Definitions

- A sponsor is someone who made the initial application to the Homes for Ukraine scheme and was matched with an individual/group who had not yet arrived in the UK.
- A host is someone providing accommodation in their home to approved people on the Homes for Ukraine scheme

Sponsor/host data:

- Name
- Address
- Date of birth
- Gender
- Email address
- Phone number(s)

- Safeguarding checks/outcomes undertaken by the council and partners, including data returned from an enhanced DBS Check
- Information from the Adults' Barred List and the Children's Barred list
- Details of your home (property type / number of rooms)
- Family and household details
- Above details on individuals living in the same household as the host – Enhanced DBS Checks are only completed on individuals aged 16 and over
- Above details on individuals recommended as a host by another data subject providing an offer of help via DLUHC
- Bank details, so that the “Thank you” payments can be processed

Applicant data:

- Name
- Address
- Date of birth
- Gender
- Email address
- Phone number(s)
- UK arrival date
- Passport number
- National Insurance number
- NHS number
- Biometric Residence Permit (BRP) number – a government issued permit to use as proof of the holder's right to stay, work or study in the UK.
- Education/Employment/Career history
- Family and household details (including data listed above)

We get some of this information from you, the Home Office, the Department for Levelling Up, Housing & Communities, and the Disclosure & Barring Service.

What is your power to obtain and use the personal data?

Our lawful bases for processing the data are:

- Art.6(1)(e) of the UK GDPR - 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 overarching legal gateway for the processing is provided by section 111 of the Local Government Act 1972, which allows local authorities “to do anything... which is calculated to facilitate, or is conducive or incidental, to the discharge of any of their functions”.
- Art.6(1)(c) of the UK GDPR - processing is necessary for compliance with a legal obligation to which the controller is subject. Our legal obligations in relation to this process are provided under the Equality Act 2010, the Care

Act 2014, the Childrens Act 1989 and the Immigration and Asylum Act 1999.

DBS criminal record checks for all adults (16 and over) in the sponsor household will also be necessary for reasons of public task and official authority, under the Homes for Ukraine guidance for councils Our lawful basis to process your special category data can be found under Art.9(2)(g) - 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 domestic law. In this instance, special category information will be processed to ensure the safeguarding of children and vulnerable persons.

We may use the information we hold about you to assist in the detection and prevention of crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

What is your personal information used for?

We use this information for one or more of the following reasons:

- Pre-arrival and post-arrival checks for hosts and guests
- Accommodation and welfare checks for hosts and guests
- Disclosure and Barring Service (DBS) checks for sponsors/hosts
- Any other checks required to assess host suitability
- Support for hosts, including processing the “Thank you” payments
- Support for guests

For Ukrainian guests: Before you arrive in the UK, to get ready for your arrival we schedule a Home Safety Check and a Welfare visit at the host’s address that you have been matched with and liaise with your matched host and/or agencies and partners in preparation for your arrival. After you arrive, we may use your personal information for the following purposes:

- To help you to claim benefits
- To help you access employment support
- To help you access social support
- To help you access housing
- To assist with any medical and other support needs you disclose.
- To help you register for English classes

For sponsors and hosts: To get ready for your guests’ arrival, we schedule a Home Safety Check and a Welfare visit at your address. After your guest arrives, we use your personal information to support you in your role as host.

Where Ukrainian guests need to be rematched with a new host, we will ensure a DBS Check is completed on all members of the prospective host family who are aged 16 and above.

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

Internal departments:

- Adult Social Care
- Children's Services
- Housing
- Payments, income and support

Other Agencies and Organisations:

- Department for Levelling Up, Housing and Communities
- Disclosure and Barring Service
- Employment support services
- English language learning providers
- Home Office
- Schools
- Other Local Authorities
- Support groups and organisations

How do we keep your personal information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches)

How long we will keep your personal information?

In accordance with the principle of data minimisation and as instructed by the Department for Levelling Up, Housing and Communities (DLUHC), we shall delete relevant personal data as required by the records retention schedules and within 2 years of the closure of the scheme unless DLUHC and the Home Office identifies that its continued retention is unnecessary before that point.

We shall not retain or process Personal Data for longer than is necessary to carry out the Agreed Purposes. This includes any statutory, legal or professional retention periods applicable to the Personal Data.

We shall delete the copy of a DBS Certificate six months after the return of the check. Risk assessments and other related documentation will be deleted after 2 years of the closure of the scheme.

Is your personal information processed overseas?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

Your rights as a data subject

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). To learn more about these rights please contact the Information Commissioner's Office at www.ico.org.uk, or write to ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF or Telephone: 0303 123 1113 or 01625 545 745

If you wish to exercise your Information Rights, if something goes wrong with your personal information, or you have questions about how we use it, please contact the Data Protection Officer at inforights@durham.gov.uk or write to DPO, Room 143-148, Floor 4, County Hall, Durham County Council, DH1 5UF.

You also have the right to request a copy of the personal information council holds about you. To do this, please use this link

<https://www.durham.gov.uk/article/2213/Data-Protection-Freedom-of-Info>

If we have not been able to deal with your complaint, you can also contact the Information Commissioner's Office.