

Homes for Ukraine Sponsorship Scheme Privacy Notice

version v1.0

Changes to this notice

We keep this privacy notice under regular review and we will place any updates on this web page. This Notice was last updated on 10 June 2022. This notice should be read in addition to Worcestershire County Council's [Full Privacy Notice](#)

This privacy notice provides details on how Worcestershire County Council (the Council) uses personal data to facilitate the Homes for Ukraine Sponsorship Scheme in Worcestershire. The Council will provide vetting and safeguarding checks, and will share your personal information with district, city and borough councils to complete further checks to ensure suitability.

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
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Purpose for processing

The services process personal data in order to support the 'Homes for Ukraine' Sponsorship Scheme either directly or jointly with partners and commissioned private and third sector providers. This includes:

- Contacting individuals regarding their application
- Assessing suitability of hosts for the scheme including:
 - Accommodation checks to assess suitability for the Scheme;
 - Disclosure and Barring Service (DBS) checks;
 - Safeguarding checks, including a check to identify if anyone in the household is being supported or are receiving a service from Adult Social Services or from Children's Services (provided by Worcestershire Children First)
- Providing additional support, advice or welfare, where applicable
- Administering funds associated with the scheme
- Sharing relevant information with district, city and borough councils to complete further checks to ensure suitability
- Assisting with re-matching and move-on accommodation, where applicable

We may also use information in other ways compatible with the above and to ensure that provision is put in place and people are supported appropriately

Personal data collected and lawful basis

We will process personal data when you provide it to us directly, where we receive it from the district, city or borough councils, or we receive from the Home Office or Department of Levelling Up, Communities and Housing. This personal data may include, but is not limited to, the following personal data:

Ukrainian guests

We will collect information relating to any safeguarding, security and assessments required to provide support such as:

- Personal information e.g. name, addresses, dates of birth, visa/passport numbers for you and certain persons in your household;
- Personal circumstances e.g. relationships with others in the household, disabilities, certain medical details, whether you or any members of your household are a carer or being cared for, whether you or any members of your household are students, your religion, criminal offence data or information relating to any safeguarding concerns;
- Information relating to sponsorship e.g. sponsorship permission to be in the UK for more than 6 months, sponsor right to remain in the UK for more than 6 months
- Contact details e.g. your email address, telephone number
- Housing details e.g. the type of accommodation you currently live in
- Financial information e.g. income and capital

Sponsor families

We will collect information relating to any safeguarding, security and assessments required to provide support such as

- Personal information e.g. your name, addresses, dates of birth, details of property, length of time at address.
- Contact details e.g. your email address, telephone number.
- Information relating to individuals living in the same household e.g. descriptions listed in personal information, contact details, information relating to sponsorship
- Housing details e.g. the type of accommodation you currently live in to assess suitability to accommodate Ukrainian guests
- Safeguarding checks where necessary for example checks will be carried out to identify if you or an individual in your household are being supported or are receiving a service from Adult Social Services or Children's Services
- Ensure sponsors and their households undertake vetting (DBS) checks and enhanced checks where necessary

The legal bases for processing personal data are:

- consent of the individual (UK GDPR Article 6(1)(a))
- necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (UK GDPR Article 6(1)(e))

The special category conditions for processing are:

- explicit consent of the individual (UK GDPR Article 9 (2)(a))
- 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 UK GDPR Article 9(2)(g)

- processing is necessary for the provision of we are providing you with health and social care support (UK GDPR Article 9(2)(h))

We rely on the Statutory etc and government purposes from Schedule 1 Part 2 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data

We rely upon your consent for the processing of any criminal conviction and offence personal information, for the purpose of carrying out the vetting check (DBS). If you provide us with this information, we will only process it (including sharing the information with the organisations listed below) to the extent that it is necessary for that purpose. If you do not consent to provide this information, we may not be able to further your application to become a sponsor.

Who we may share your information with

We may need to share the personal information you have given to us or we've collected about you with partner organisations where relevant and compatible with the purposes describe in this privacy notice. These include but are not limited to:

- Department for Levelling Up, Housing and Communities
- The Home Office
- Worcestershire District, Borough and City councils
- Disclosure and Barring Service
- Worcestershire Children First (children's services)
- Health service providers including NHS agencies (GPs, Hospitals, Ambulance, Health Visitor, Mental Health services)
- Education providers

Information will also be shared within Worcestershire County Council with our Adult Social Care service.

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

How long we will hold your information

The standard record retention for the records relating to the Homes for Ukraine Sponsorship Scheme will be 2 years from the end of the Scheme, unless instructed to do so by the Department for Levelling Up, Housing and Communities or the Home Office. More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please contact dataprotection@worcestershire.gov.uk to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.