

## Homes for Ukraine privacy notice

### Who we are

South Cambridgeshire District 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 United Kingdom 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 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, of which may be personal data.

To ensure you are aware of how your data may be used and your options regarding this please view the following link - [Customer Privacy Notice - South Cambs District Council \(scambs.gov.uk\)](https://www.scambs.gov.uk/customer-privacy-notice)

### Personal information we collect and use

Information collected by us

We will collect the following personal information when you provide it to us, or we receive from The Government.

- Personal information e.g. your name, address
- Contact details e.g. email address, telephone number
- Bank details
- Name and Age of other individuals living in the same household

We may also obtain some 'special category data' personal data which is more sensitive and is treated with additional care and protection, from yourself or the government.

Other information relating to criminal and safeguarding checks will also be collected by us or be provided by the Government.

### 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 e.g. To arrange home visit
- Providing additional information and support of 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.

## Support for Ukraine' weekly/fortnightly e-newsletters

Individuals who are volunteering or working to support hosts and guests either as individuals, part of a local community group or other organisation can opt in to receiving regular emails from us with information to help you support guests arriving from Ukraine and hosts who have offered accommodation. We aim to send these e-newsletters on a weekly or fortnightly basis. Individuals who registered as a host (sponsor) *and have been successfully matched with a guest / guest family from Ukraine* are automatically opted in to weekly/fortnightly 'Support for Ukraine' emails. The Government has provided us with your details, which were submitted as part of your registration as a host (sponsor).

If for any reason you would like to opt out of these 'Support for Ukraine' emails, email [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) and ask to unsubscribe from the 'Support for Ukraine' e-newsletters. However, please note if you are a host, we will still retain your details in order to contact you about your role as a host, on a more ad hoc basis.

## Community support for Ukraine survey – April 2022

The Council is inviting people who are volunteering / planning to volunteer / belong to a community group in South Cambridgeshire that would like to offer support to new arrivals from Ukraine or hosts to [complete a short survey](#).

As part of this survey, we are asking whether people would like to opt in to our 'Support for Ukraine' weekly/fortnightly e-newsletters. We will retain response data but not add email address to our e-newsletter distribution list – however a member of



our team may still wish to contact you directly to discuss your offer of support. If people select 'yes', they will be added to the mailing list.

## Reasons we can collect and use your personal information

The mailing list for community groups is based on giving your consent. The mailing list for sponsors communications and home check visits falls under public interest/public duty also known as GDPR 6,(1) (e).

The use of automated decision making, or profiling may be used and you do have the right to object to 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 shall be retained for 2 years upon closure of the scheme, 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

Local authorities use information about basic details of guests (such as age, gender, arrival date) and hosts (such as location) to plan services and support, for example to make sure there are enough school places. This information is shared with other local authorities, health services and relevant voluntary and community sector organisations. The information that is shared is not individually identifiable, only totals are shared.

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

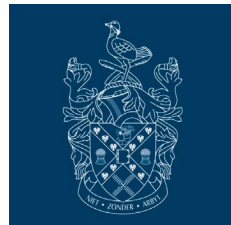
- Cambridgeshire County Council
- DLUHC
- Relevant service areas where necessary to progress with application checks
- Disclosure and Barring service

As South Cambridgeshire Council is part of a 3C Shared Service it may be necessary to share information with Cambridge City and Huntingdon District Councils. You can find more information here [Privacy Notice - 3CSharedServices.org](https://www.scams.gov.uk/3CSharedServices.org)

## Your rights

Under GDPR you have rights which you can exercise please find all information here [Customer Privacy Notice - South Cambs District Council \(scams.gov.uk\)](https://www.scams.gov.uk/Customer-Privacy-Notice)

For further information about your rights, including the circumstances in which they



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apply, [see the guidance from the UK Information Commissioner's Office \(ICO\)](#) on individuals' rights under GDPR.

## 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.

## Who to contact

For further information on the council's privacy notices please visit [Customer Privacy Notice - South Cambs District Council \(scambs.gov.uk\)](https://www.scambs.gov.uk/customer-privacy-notice)

UK GDPR also gives you right to lodge a complaint with Information Commissioner, who may be contacted via the [Information Commissioner's website](https://www.ico.org.uk)

Last updated April 2022