

READING BOROUGH COUNCIL Homes for Ukraine Scheme Privacy Notice

This scheme will support Ukrainian people with housing, education, health and integration into the community. As well as supporting the people who volunteer to sponsor Ukrainian people and their families.

During this time Councils may have to quickly change the way in which they are working to continue to provide you with the support and services you need. We will always follow advice and guidance from the UK Government when making any changes to the way in which we provide you with the support you need.

We will use the information you provide to:

- Facilitate the Homes for Ukraine sponsorship scheme within Reading Borough Council's area.
- Undertake assessments to establish what support we can put in place for you and your family, as well as assessing the sponsor household.
- Keep a record of the support that we will be providing to you.
- Undertake regular reviews to establish whether the programme is working for you, or whether we need to change anything to help you.

This will include:

- Develop post arrival support plans involving organisations such as health and support services.
- We also use this information to assess the quality of our services and evaluate and improve our policies and procedures.
- We may also use information in other ways compatible with the above.

The Identity and Contact Details of the Organisation

Reading Borough Council, Civic Offices, Bridge Street, Reading. RG1 2LU

Contact Details of the Data Protection Officer

nayana.george@reading.gov.uk

What Personal Data is Held?

In the course of providing you with the support you need, the personal information we will collect about you will include:

Sponsor Information:

- name
- address and postcode
- email
- date of birth
- gender
- phone numbers
- financial details

Guest Information:

- name
- accommodation address and postcode
- email
- date of birth
- phone numbers
- nationality

We will also collect 'special category data' (personal data which is more sensitive and is treated with extra care and protection) about you, including information about your health, care and support needs.

We also collect the following special category information:

- sponsor special category information
- criminal allegations convictions or offences
- guest special category information
- racial or ethnic origin

Criminal offence data will be processed under the 28 conditions of Schedule 1 of the Data Protection Act 2018 which are available for the processing of criminal offence data. These are set out in paragraphs 1 to 37. This information is processed as part of suitability checks.

How Will the Data be Stored?

In secure electronic management database systems, spreadsheets stored on internal secure folders and accessed on secure encrypted laptops. All data is stored on secure servers.

We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. Staff are trained in processing personal information securely.

What is the Legal Basis for the Collection, Use and Storage of the Data?

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing the information is Article 6 (section)

- (a) your consent
- (c) we have a legal obligation
- (e) we need it to perform a public task

We have a legal basis under the UK GDPR to process this information because it 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 (Immigration and Asylum Act 1999).
- To exercise a function of the Crown, a Minister of the Crown or a government department.

We have legal grounds to process (including share) special category data and criminal convictions data because it 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 (Immigration and Asylum Act 1999).
- To exercise a function of the Crown, a Minister of the Crown or a government department.

Give Details of How Long the Data Will be Stored and Criteria Used to Determine This?

For information transferred from central government, the retention period will be up to 2 years after closure of the scheme, as per Memorandum of Understanding (published by the Department for Levelling Up, Housing and Communities - DLUHC).

For personal data held by the council for its own functions, the retention period will be as set out in our retention and disposal schedule.

We will then delete or destroy your personal data.
Our access to the government portal will be removed.

Who will it be shared with and for what purpose?

We may need to share your information with:

- The Home Office
- The Department for Levelling Up, Housing and Communities
- Other Council Services
- Other local authorities, including district councils
- Other central government agencies
- Charities and other voluntary organisations who may be able to provide services to you
- Thames Valley police (TVP) if we need to do a criminality check on any new sponsors who have not been checked through the national process.

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Your personal information may also be given to third parties contracted by the council to provide a service to the council. These service providers are known as data processors and have a legal obligation under the UK General Data Protection Regulation (UK GDPR) and to the Council to look after your personal information and only use it for providing that service.

How can the service user get access to it?

You have the right under the UK GDPR to access your personal data. Please complete our [subject access request form](#), if you want to see the information we hold about you.

State whether any data is to be transferred outside the EU?

Not applicable

Is processing based on consent?

You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:

- It is no longer needed for the reason why it was collected in the first place
- You have removed your consent for us to use your information and we do not have to keep your information for legal reasons

If we have shared your personal information with others, we will ensure those using your personal information comply with your request for erasure.

We may not be able to delete your personal data if it is needed for legal reasons, for reasons of public health, public interest or for medical purposes.

What Other Rights Does the Service User Have That We Have to Make Known to Them?

- To have their data corrected.
- To have their personal data erased in certain circumstances.
- To object to or restrict how their personal data is processed in certain circumstances.
- To be provided with information about how their personal data is processed.
- To be told if the Council have made a mistake whilst processing their data and the Council will self-report breaches to the Information Commissioner's Office (ICO).
- To complaint to the ICO if they are unhappy with a decision around personal data.

State if there will be any automated decision making

Not Applicable