

## Introduction

The purpose of this privacy notice is to tell you how the local authorities in Cambridgeshire will process personal data for the purposes to deliver the sponsorship scheme and the common objective of providing homes to those fleeing the war in Ukraine. The local authorities are:

- Cambridgeshire County Council
- Peterborough City Council
- Cambridge City Council
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdonshire District Council
- South Cambridgeshire District Council

We may receive and share information about those people who are sponsoring visa applicants as well as those seeking refuge in the United Kingdom. The Department for Levelling Up, Housing and Communities (DLUHC) and the Home Office are data controllers for the Homes for Ukraine visa sponsorship scheme. Their privacy notice can be accessed here: <https://www.gov.uk/guidance/homes-for-ukraine-visa-sponsorship-scheme-privacy-notice>

This notice explains how the local authorities are working on this aspect of the scheme but also how we are working together to help meet the needs. This will include explaining what personal information is being collected, why, who from and who it may be shared with. We also have a section on your rights and how you can contact us to exercise these rights.

### **What kind of information are you talking about?**

The legislation covers “personal data” which is information which directly or indirectly identifies a person. This could mean name, address, date of birth, National Insurance Number, IP address or genetic data. Some personal data is what we used to call sensitive personal data but is now called special categories of data. These still include types of information like ethnicity, religion and health.

### **What personal data are we collecting and why?**

The Department for Levelling Up, Housing and Communities (DLUHC) and the Home Office collect this information from sponsors to deliver the Homes for Ukraine visa sponsorship scheme, for the purpose of matching potential sponsors with visa applicants and providing applicants with suitable accommodation.

This information is shared with local authorities to take forward the local placement in homes when a suitable match is found. This will mean a visit is undertaken and the local authorities will progress DBS checks and accommodation checks.

The types of personal data which may be collected includes:

- Name/alias
- Address
- Date of Birth
- Email address
- Telephone / mobile number
- Details of property (number of bedrooms etc.)
- Sponsor permission to be in the UK for more than 6 months

- Passport details of the sponsor
- Sponsor's full UK address and length of time at this address Sponsors right to remain in the UK for more than 6 months Description of the Sponsor
- Immigration status of the Sponsor
- Individuals living in the same household as the sponsor (or a recommended sponsor)
- Above details on individuals recommended as a sponsor by another data subject providing an offer of help via DLUHC.
- Potential Family members of applicants including children
- Passport number (and related details)
- Visa application data otherwise collected by Home Office Address Main applicant will be staying at if not with the Sponsor

The types of special category or criminal offence data collected may include:

- Gender
- Criminal and safeguarding checks outcomes/flags
- Health
- Special Education Needs

### **How will use your personal information?**

We will use this information to assess local placements and ensure that the placement is appropriate. This will include undertaking welfare and safeguarding checks. The district and city councils will undertake DBS checks – where these reveal a trace then this will be shared with the Cambridgeshire County Council & Peterborough City Council Multi-Agency Safeguarding Hub (MASH) in order for a decision to be made on the suitability of the placement. Information may also be shared with Children or Adults Social Care Services of both Cambridgeshire County Council & Peterborough City Council where a safeguarding concern may exist. The councils have a statutory duty to share information where there is a safeguarding concern and do not need to seek your consent to share in those circumstances.

The councils will also share information about individuals in order to offer support and assistance for education, housing or welfare benefits. Where appropriate, the council in contact with you will explain how your personal information is being used and who it is being shared with. This will enable the appropriate services to be offered to you.

### **Lawful basis for processing the data**

Under data protection legislation, we have to identify a lawful basis for processing personal data. We are using the following lawful basis under UK GDPR to process personal data: Article 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

We may also process special categories of personal data which may include information about political beliefs, health, sexual orientation, religious beliefs, and biometrics. Where we do so our lawful basis is Article 9(2)(g) of the UK GDPR – processing is necessary for reasons of substantial public interest.

### **Who do we receive and share information with?**

It will depend on what service you are receiving as to who we share information with and why. It will depend on what service you receive and where permitted but this may include but not limited to:

- Other Local Authorities as named
- Police
- Law Enforcement
- Central Government like the DLUHC or Home Office
- Disclosure & Barring Service
- Health and social
- Housing Providers
- Fire Service
- Courts
- Regulatory bodies like OFSTED
- Commissioned Service Providers
- Schools

We work with a number of different partners to provide services. This may be government departments like the NHS or local health providers like GPs, it may be the Police or the Department for Work and Pensions. We will make sure that you who your information is being shared with and why where appropriate.

We may pass your information to these other agencies or organisations as allowed or required by law, for example to enable them to carry out their statutory duties, or where it is necessary to prevent harm to yourself or other individuals.

### **How long do we keep information for?**

Under Data Protection, we are required to keep information for as long as it is required. It does not however specify how long a specific piece of information should be retained for. This will depend on the kind of service you receive from a council.

In relation to visa applications, this will be for two years from the closure of the site unless DLUHC identifies that its continued retention is unnecessary before that point.

### **Security**

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. All information will be shared and stored securely in the United Kingdom. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

### **Automated decision making or profiling**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

### **Your rights**

In regards to all of the above you can request access to information that we hold about you. This is called a Data Subject Access Request; you will need to request this information in writing. To help you in this process we have prepared a form that you can download and complete: [Data Subject Request Form](#) you will be required to provide proof of identity. We must respond to you within one calendar month (however if we feel the request is complex we may ask for an extension of this period).

If the information we provide is incorrect you must write to us and tell us what information is incorrect and ask that it be corrected. If we do not agree that the information is incorrect you may ask us to record your disagreement. There is no charge for this service; however a charge may be incurred if the request is deemed to be manifestly unfounded or excessive, particularly if it is repetitive. In certain circumstances, it may be the case that your request is denied and will write to you and inform you if that is the case.

If you have any questions please contact: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk)

## **Complaints**

If you are unhappy about how your information has been collected, used or stored then you can complain to: The Information Commissioner's Office (ICO). The Information Commissioner's Office is the UK's independent body set up to uphold information rights. Their role is to uphold information rights in the public interest. They can be contacted as below:

The Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire  
SK9 5AF  
Tel: 01625 545700  
<http://www.ico.org.uk>