

Privacy Notice - Homes for Ukraine Scheme

This privacy notice summarises the ways in which we expect to use your personal data in relation to the UK Homes for Ukraine scheme.

Portsmouth City Council is a registered Data Controller (Registration Number Z5578313)

Portsmouth City Council strives to meet the highest standards when collecting and using personal information in accordance with data protection law.

What information do we collect?

In order to ensure services are put in place and people are supported appropriately under the scheme we process information as necessary including (but not limited to) the below information:

Ukrainian people

- name
- address
- contact details including telephone number, email address
- date of birth
- visa / passport Information
- family members information (names, DOBs and ages, and we will take a copy of the visa & passport on initial visit), this information will also be collected for children in the family.
- disability and health information
- ethnicity
- information relating to any safeguarding concerns
- the name of any schools any children will be attending
- religion
- first language is collected in order to provide translation services and bilingual support in schools

Sponsor/Host family

- name
- address
- details of family members that live at the property, to include ages
- contact details including; telephone number, email address
- information relating to any safeguarding, security checks and home assessments required for your suitability to provide support
- bank details to process the monthly thank you payment (if the optional thank-you payment is requested)

Where the processing comes under our general statutory responsibilities, the transparency information can be found here: [Data Protection privacy notice - Portsmouth City Council](#)

As part of the Homes for Ukraine scheme, we (as host Local Authority), receive information from the Home Office about each person being welcomed into the Portsmouth area.

If you are a sponsor, we will receive your information from your application and any additional information we capture from you when we discuss your application.

We have access to other data sources that will enable us to carry out checks and ensure that appropriate support is in place.

Why do we collect your information?

We will undertake an assessment to establish what support we can put in place for you and your family; as well as assessing the sponsor household.

We will keep records pertaining to the support provided to you and may undertake regular reviews to understand the effectiveness of the programme, or whether there are any changes we should make.

This will include developing post-arrival support plans involving organisations such as health and support services.

We will use the information to plan capacity for school places and ongoing support once a school is allocated.

Who do we share your information with?

We will only share your information when it is necessary, to provide you with a service or if we are required to by law including to comply with the Council's statutory responsibilities.

We will share your information with other teams in the council to provide you with support or services such as; Housing, Health and Social Care, Education, finance, and other services as required.

The external organisations we will share your information with are:

- our partner organisation to provide you with a caseworker to support your settlement in the area
- health service providers including NHS agencies (GPs, Hospitals, Ambulance, Health Visitor, Mental Health services)
- education providers
- care providers, e.g. day care, domiciliary, residential
- Government agencies (e.g. Department of Health, Department of Work and Pensions)
- support groups for people with disabilities
- local government
- translation/language support services
- police
- substance misuse agencies
- advocacy services
- housing associations

We may also use data processors to support activities, for example by providing the systems we need or delivering services on our behalf.

Lawful basis for processing

Most of the personal information we collect is provided to us by you, under Article 6 of the UK GDPR we rely on:

- you gave us your consent (UK GDPR Article 6 (a))
- we have a contractual obligation with you (UK GDPR Article 6 (b))
- we have a legal obligation (UK GDPR Article 6 (c))
- we need it to perform a public task (UK GDPR Article 6 (e))

When we collect data that is classed as special category data, under Article 9 of the UK GDPR we rely on:

- you gave us your explicit consent (UK GDPR Article 9 (2) (a))
- we need it for employment, social security or social protection (UK GDPR Article 9 (2) (b))
- we need to protect your vital interests in situations where you are incapable for giving consent (UK GDPR Article 9 (2) (c))
- we need to collect it for Substantial Public Interest in order to comply with UK legislation (UK GDPR Article 9 (2) (g))
- we are providing you with health and social care support (UK GDPR Article 9 (2) (h))
- we need to analyse your information (UK GDPR Article 9 (2) (j))

How do we keep personal information secure?

We ensure the security of your information by having appropriate technical security measures, access controls, staff training, and we make sure that anyone who processes information on our behalf does so securely and in accordance with data protection legislation.

How long do we keep hold of personal information?

Records will not be kept for longer than necessary and in accordance with the Council's retention schedule which can be found here: [Corporate retention schedule - Portsmouth City Council](#)

Your information rights

You have certain rights in respect of the personal data the Council processes. If you wish to discuss or exercise any of these rights, then please contact FOI@portsmouthcc.gov.uk or call 023 92 834385.

Complaints or queries

If you have a complaint or query about how the Council collects and uses personal information, please contact FOI@portsmouthcc.gov.uk or call 023 92 834385.

You can also contact the Information Commissioner's Office for independent advice about data protection please find their contact details below:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

www.ico.org.uk

Tel: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).

Changes to this privacy notice

This privacy notice was last updated April 2022.

How to contact us

If you want to request details of our data protection policy and how we collect and use personal information, you can contact:

FOI@portsmouthcc.gov.uk or call 023 92 834385