

PRIVACY NOTICE – Homes for Ukraine Sponsorship Scheme

South Oxfordshire District Council and Vale of the White Horse District Council understand the importance of ensuring that personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.

This notice describes how the councils may use your information in relation to the councils' role in the [Homes for Ukraine scheme](#) as enacted by the UK Government. It must be noted that 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.

You can view the councils' generic privacy policy on the [South Oxfordshire](#) and [Vale of White Horse](#) webpages.

Why the council needs your information and how the council uses it

The UK Government 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.

To enable the councils to co-ordinate and deliver appropriate and suitable housing and accommodation offers provided by vetted sponsors, to visa-cleared applicants to the scheme fleeing the conflict in Ukraine, we need to process your personal data. We will use the information you provide to:

- Facilitate the Homes for Ukraine sponsorship scheme within both South Oxfordshire and Vale of White Horse District Councils, which includes undertaking any checks that may be required within the scheme.
- 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 developing post arrival support plans involving other organisations such as health and support services.

We also use this information to assess the quality of our services, evaluate and improve our policies and procedures and may also use information in other ways compatible with the above purpose.

The type of information we collect or receive

We will process personal data of both the sponsor and the applicant.

For sponsors and individuals in the same household as the sponsor, we collect or receive:

- Full Name.
- Address.
- Age/date of birth.
- Gender.
- Relationship/family status.
- Contact details including telephone number, email address.
- Property information including
 - verification checks
 - outcome of visits to check suitability of accommodation.
- Information relating to any safeguarding concerns.
- Health information e.g. presence of Covid-19 infection.
- Outcomes of Disclosure and Barring Service (DBS) checks but not the details of those checks.

- Any relationship between the sponsor and guests.

For applicants and their family, we collect or receive:

- Name.
- Age/age range of family/date of birth.
- Gender.
- Email address.
- Telephone number.
- Current location e.g. UK or Europe.
- Family composition, including any children.
- Visa approval status.
- Health information if relevant to your needs.

In addition we assign a unique reference number to manage household visit records which is for internal use only.

How we get the personal information and why we need it

We receive information from the Home Office and the Department for Levelling Up, Housing and Communities (both are central government) via Oxfordshire County Council and from you. We may also get some of this data from:

- Other council services
- Disclosure and Baring Service providers

Our Lawful basis for processing your information

The Data Protection Act 2018 (DPA 2018) and UK General Data Protection Regulation (UK GDPR) requires us to have a specific lawful basis for processing your personal data. In this case we rely on Article 6(1)(e) – performance of a task carried out in the public interest or in the exercise of our official authority.

Where we process special category information, such as your health data, and any criminal offence information, such as outcomes from DBS checks even if they are a pass, we need an additional lawful basis. For special category data our additional basis is that of substantial public interest under UK GDPR Article 9(g). For criminal offence data this is for statutory and government purposes under paragraph 6 of DPA 2018 Schedule 1.

Who your information may be shared with

We may need to share your information with:

- The Home Office and The Department for Levelling Up, Housing and Communities via Oxfordshire County Council
- Other council services
- Charities, voluntary organisations and other relevant organisations who may be able to provide services to you

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.

We do not process your data outside of the UK.

How long we keep your information (retention period)

We only keep your data for as long as necessary. Your personal information will be securely

deleted and destroyed within two years from the closure of the Homes for Ukraine scheme, unless the Department for Levelling Up Housing and Communities and/or the Home Office identifies that information no longer needs to be retained before then.

How we protect your Information

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Your rights

You have rights under the DPA and UK GDPR to:

- access your personal data
- be provided with information about how your personal data is processed, as set out in this privacy notice
- have your personal data corrected
- object to or restrict how your personal data is processed

As our lawful basis for processing your data is that of public task, the right to erasure or right to data portability do not apply.

We do not use automated decision making or profiling while processing your data

If you wish to exercise any of these rights, you should contact the council's data protection officer as detailed below.

Our contact details

South Oxfordshire District Council is registered as a data controller with the Information Commissioner's Office (ICO) with Registration number: [Z6629204](#)

Vale of White Horse District Council is registered as a data controller with the Information Commissioner's Office (ICO) with Registration number: [Z6666984](#)

The councils operate as a joint service from 135 Eastern Avenue, Milton Park, Milton, Abingdon. OX14 4SB

We have appointed a Data Protection Officer, Patrick Arran, who can be contacted by email to data.protection@southandvale.gov.uk.

Further information

If you believe we have not handled your personal data as we have described here, please contact us using the details above and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner's Office (ICO). You can reach them through their website <https://ico.org.uk/concerns/> or call them on 0303 123 1113 and their mailing address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Version: V1.0 13 April 2022