

Homes for Ukraine Fair Processing Notice (Guest personal data)

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Homes for Ukraine – Guest personal data processing

What Information do we need from you?

To provide this service and ensure individuals receive the appropriate support from us we process the following necessary information:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Visa and passport information
- Immigration status
- Personal data of family members (names date of birth and ages)
- Health information
- Information relating to safeguarding
- Ethnicity
- Schools attended by children
- Religion

Why do we need this?

We need your personal data to assess the support we can provide. We will process your information relating to the support provided to you and may regularly review this to understand the effectiveness of the programme, and whether we should make any changes. This will include developing post-arrival support plans involving organisations such as health and support services. We will use the information to assess capacity for school places and ongoing support once a school is allocated.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using, your consent, our legal obligations, our official authority or performance of a public task, as our lawful bases for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of substantial public interest, health or social care requirements.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Partner organisations to provide you with a caseworker to support your settlement in the area
- Health service providers including NHS agencies GP and other health providers
- Education providers
- Care providers, e.g. Residential and day care
- Government agencies (e.g. Department of Health, Department of Work and Pensions)
- Local government
- Translation/language support services
- Police
- Housing associations
- Potential hosts

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside Europe.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally depend on the services we have provided to you and in line with our retention schedule.

What if something changes?

If the information you provided changes or your circumstances change, please contact homesforukraine@leics.gov.uk . If we need to change something like who we want to share this information with, we will contact you to let you know.