



## **Privacy Notice (How we use your personal information)**

### **Homes for Ukraine Sponsorship Scheme – Guests**

As a City of Sanctuary, Sheffield is committed to our values and heritage of offering a warm welcome to those seeking safety. We will welcome Ukrainian refugees, and show the same compassion and support to them, as we do to all those forced to flee conflict or persecution.

As a city, we want to offer support to our new arrivals and ensure that appropriate services and support are available.

To achieve this, we are working closely with partners across the city including education, health, the Department for Work and Pensions, voluntary, community and faith sectors, and with members of the local Ukrainian community.

To enable us 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, the categories of information that we collect, process, hold and share include:

- Personal information:
  - o Full name
  - o Date of birth
  - o Contact Details (Address, Email address, Contact Telephone Number(s))
  - o Marital Status
  - o Gender
  - o National Insurance Number
- Characteristics
  - o Racial/ethnic origin
  - o Biometrics (Personal identification and or passports) where relevant
  - o Health Condition
  - o Disabilities

### **We also collect the following information from you to help us provide you with the services you need**

- Family Composition including health, disabilities, and welfare issues
- Employment history, qualifications, and experience
- English language level and progress



- Education information including any Special Educational Needs and Disability (SEND) and previous or current school details and information e.g. attendance, exclusions, education and development levels, subjects being studied and expected grades.

### **Why we collect and hold this information**

We use your information to:

- Help support your access to safe housing and to benefits and financial management advice.
- Access education, training, employment support, health services and where to get legal advice.
- Signpost and help you with finding suitable social activities and building connections in the community.
- Ensure that we are providing you with the most effective services

### **The lawful basis on which we use this information**

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(e) We need it to perform a public task.

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

9(2)(b) Employment, social security and social protection (if authorised by law)

9(2)(g) Reasons of substantial public interest (with a basis in law)

9(2)(h) Health or social care (with a basis in law)

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Immigration and Asylum Act 1999
- Welfare Reform and Work Act 2016
- Children and Families Act 2014
- Children and Social Work Act 2017
- Children Act 1989



- Safeguarding Vulnerable Groups Act
- Health and Social Care Act 2012

### **How we store your personal information**

Your information is held securely on council systems, and we limit access to your personal information to those who have a genuine business need to know it.

Data is stored in a location on our secure network with limited authorised access, on the government's Foundry IT system and in @sheffield.gov.uk mailboxes.

All staff accessing the data are required to complete the councils GDPR training and have a duty of confidentiality

Sheffield City Council have processes in place to deal with suspected data breaches

We do not store data overseas.

We will keep your information for no longer than two years after the support has ended and will dispose of your information by manual deletion. We will also dispose of your information if instructed to do so by the Department for Levelling Up, Housing and Communities (DLUHC) or the Home Office.

### **Who we may share your information with**

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To safeguard vulnerable adults, children and young people;
- To carry out safety checks and suitability assessments;
- Welfare support including the provision of initial essentials to the guest
- To manage local authority performance;
- To administer and allocate funding;
- To identify and encourage good practice.

We may share this information with:

- Other services within Sheffield City Council, such as children's services, adult services.
- The Home Office;
- The Department for Levelling Up, Housing and Communities.



- Other Central Government agencies;
- Other local authorities, including District Councils (should there be a need for rematching / moving sponsors);
- Other partners such as health and police
- Council recognised charities and other voluntary organisations who are involved in the provision of services relevant to you.

We do not share personal information about you with anyone else without your knowledge unless the law and our policies allow us to do so.

### **Your data protection rights**

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on Sheffield City Council's [Privacy Notice page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Subject access requests \(sheffield.gov.uk\)](mailto:Subject.access.requests@sheffield.gov.uk) if you wish to make a request.

### **Further information**

If you would like further information about how we manage your data, please see Sheffield City Council's [Privacy Notice page](#).

If you would like further information about this privacy notice including a version in a different language, larger print or an easy-read format please contact: [Ukraine@sheffield.gov.uk](mailto:Ukraine@sheffield.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [dataprotectionofficer@sheffield.gov.uk](mailto:dataprotectionofficer@sheffield.gov.uk)

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data. You can contact the ICO via the 'Contact us' page on [www.ico.org.uk](http://www.ico.org.uk) or by ringing 0303 123 1113.