



Privacy Notice (how we use your personal information)

Homes for Ukraine Scheme - Sponsors

Sheffield City Council will receive, from the Department of Levelling Up, Housing and Communities, (DLUHC) details of Sheffield residents who have applied to become a sponsor through the Homes for Ukraine Scheme.

We will use those details to carry out suitability checks and for the administration of the scheme, including the administration of the 'thank you' payments.

The categories of information that we collect, process, hold and share include:

Personal information relating to the sponsor and those within your household:

- Full name;
- Date of birth;
- Address (including length of time at this address);
- Email address;
- Marital status;
- Gender;
- Contact telephone number(s);
- Property details (eg. number of bedrooms, suitability);
- Safeguarding check outcomes including DBS checks;
- Bank details;
- ID checks.

We may collect health information if it is relevant.

We also collect information concerning criminal convictions and offences. Particularly we will, where necessary, conduct appropriate Disclosure and Barring (DBS) checks and record the outcomes of those checks. (This is to assess your suitability as a potential sponsor).

We receive most of this information from you, but we may also obtain some of this data from:

- The Home Office (Central Government);
- Department for Levelling Up, Housing and Communities (Central Government);
- Other Central Government Agencies;
- Disclosure and Barring Service Providers.

Why we collect and hold this information



We use this personal data in order to:

- Undertake pre-arrival and post-arrival checks;
- Undertake accommodation checks;
- Undertake address validation checks;
- Undertake Disclosure and Barring Service (DBS) checks on all those living in the household over the age of 16;
- Undertake any other checks required to assess your suitability as a sponsor;
- Administer funds associated with the scheme (e.g. 'thank you' payment scheme);
- Assist with re-matching and move-on accommodation if required;
- Provide you with the support you need as a sponsor;
- Enable us to carry out specific functions for which we are responsible.

The lawful basis on which we use this information

We rely on the following provisions of the UK General Data Protection Regulation (UKGDPR) and Data Protection Act 2018 (DPA) as the lawful bases for processing your personal data:

- Article 6 1(e) - performance of a public task.

Some checks may require the processing of special category data and criminal convictions data.

The lawful bases for such processing are shown below:

- Article 9 2(g) – processing is necessary for reasons of substantial public interest. This meets the condition in the Data Protection Act 2018, Schedule 1 Part 2 (6) Statutory etc. and government purposes.

How we store your personal information

Your information is held securely, 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 council's 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 keep your information for no longer than 2 years after the closure of the scheme unless



instructed to do so by the DLUHC or the Home Office and we will then dispose of your information by manually deleting it.

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;
- To manage local authority performance (anonymised);
- 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, adults services, human resources;
- The Home Office;
- The Department for Levelling Up, Housing and Communities;
- Other Central Government agencies;
- Disclosure and Barring Service providers;
- Other local authorities, including District Councils (should there be a need for rematching / moving sponsors);
- Other partners such as health and the police.

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 the [Sheffield City Council privacy notice](#).

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

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.

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 or by ringing 0303 123 1113.