

## **Privacy Notice for Homes for Ukraine Applicants (Norfolk)**

### **What this document is for**

This privacy notice provides details on how the following Councils ('we', 'the Councils') use your personal information for the purposes of facilitating the 'Homes for Ukraine' Sponsorship Scheme:

- Norfolk County Council; and
- One of the following District, City or Borough Councils, depending on where you are currently living in Norfolk:
  - Breckland District Council
  - Broadland District Council
  - Great Yarmouth Borough Council
  - North Norfolk District Council
  - South Norfolk Council
  - The Borough Council of King's Lynn and West Norfolk
  - Norwich City Council

Each Council is a Data Controller in respect of the data it processes, except for:

- Details about education/schooling regarding children, which the County Council is the Data Controller of and the respective District, City or Borough Council is a Data Processor.

By 'you' and 'your' we mean yourself and any individuals who are travelling with you, for example, children.

By 'use' we mean the various ways your personal information may be processed including storing and sharing the information.

### **Further details**

Each Council provides the following information in their general Privacy Notices, on their own website:

- Who we are
- How long we use your information for
- Your rights under the UK General Data Protection Regulation (the GDPR) and
- How to exercise them

You can find these Notices here:

[Norfolk County Council](#)  
[Breckland District Council](#)  
[Broadland District Council](#)  
[Great Yarmouth Borough Council](#)  
[North Norfolk District Council](#)  
[South Norfolk Council](#)  
[The Borough Council of King's Lynn and West Norfolk](#)  
[Norwich City Council](#)

## **What we use your information for**

We may use the information about you to:

- Facilitate the 'Homes for Ukraine' Sponsorship Scheme within Norfolk;
- Contact you;
- Provide you with access to public services, where applicable (eg Schools, Health Care, Social Care);
- Arrange financial support, where applicable;
- Provide additional support, advice or welfare, where applicable.

We also use this information to assess the quality of our services and evaluate and improve our policies and procedures.

We may also use information in other ways compatible with the above.

## **What personal data we collect and use about you**

We will collect and use:

- Name
- Age
- Sex
- Potential Family Members
- The main address you will be staying at if not with a Sponsor.
- Date of birth
- Employment status
- Financial information

We may also collect and use information about:

- Ethnicity
- Health data

This information is classed as "special category data" under the GDPR. We may only collect these data when it is relevant and for the purposes described above.

The GDPR includes safeguards to protect the use of your special category data and criminal conviction data. Further details can be found on the County Council's website in the document named '[Special category data and criminal offences data policy](#)' which sets out the County Council's procedures for compliance with the principles of the GDPR and the retention and erasure of this information.

## **Who provides this information**

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

- The Home Office (Central Government);
- The Department for Leveling Up, Housing and Communities (Central Government);
- Other Government agencies.

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

We may need to share your information with:

- The Home Office (Central Government);
- The Department for Leveling Up, Housing and Communities (Central Government);
- Other Government departments and agencies;

- Other Council Departments
- The individual or family who is sponsoring you to live in their home.

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 Councils to provide a service to the Councils. These service providers are known as data processors and have a legal obligation under GDPR and to the Councils to look after your personal information and only use it for providing that service.

### **How the law protects you and the legal basis for processing your information**

We have legal grounds under the GDPR to process this information because it is necessary:

- For the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (Immigration and Asylum Act 1999);
- To exercise a function of the Crown, a Minister of the Crown or a government department.

We have legal grounds to process (including share) special category data because it is necessary:

- UK GDPR Article 9(2)(g) – processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. The relevant domestic law is the Immigration and Asylum Act 1999;
- DPA 2018, Schedule 1, Part 2, section 6 – the exercise of a function of the Crown, a Minister of the Crown or a government department.

### **How long will we keep your personal information for**

Your personal information will be securely deleted and destroyed within 2 years from the closure of the 'Homes for Ukraine' Sponsorship Scheme, unless the Department for Levelling Up, Housing and Communities and/or the Home Office identifies that information should be securely deleted and destroyed before that point.

If we need to use your information for research or reports, your information will be anonymised and any information taken from notes (handwritten or typed) during any consultation sessions will be securely destroyed. The information will continue to be used in a summarised and anonymised form in any research reports or papers that are published. The anonymised information in the papers may be of historic interest and may be held in public archives indefinitely.

### **How we keep your information**

The information is stored electronically, on the Councils' network including records management systems and in paper files.

We do not process your information outside of the EEA.

### **Automated decision making**

We do not make automated decisions about you and your family.

**Changes to this notice**

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was created on 8<sup>th</sup> April 2022