

# Privacy Notice for Homes for Ukraine Sponsors

## Purpose for processing your information

To enable a match with a Ukraine refugee under the Homes for Ukraine scheme, provide support in the process and to quickly and accurately award thank-you payments

## We collect and hold the following information:

Details about you and possibly people in your household. The information needed may include:

Name

Address

Date of birth

Gender

Bank details

Your family situation and how many people live in your household e.g. if you have a partner

Contact details including phone number and email

Information about your property such as how many rooms it has

Criminal records check for you and other adults in your property

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

## How we collect your information

Information could be collected from:

You

Home Office

Department for Levelling Up, Housing and Communities

Disclosure and Barring Service

Other Council Services including People, Council Tax and Benefits

To assist in the matching process and to provide you with support during the sponsorship, voluntary sector organisations may also be involved in the collection of information. In most instances this will be Two Generations, Romanian and Eastern European Hub (Ro-EE Hub) and Citizens Advice Harrow.

Information will be collected using different methods including by letter, email, face-to-face, online forms, electronic transfer of information from central government departments mainly Home Office

## Who the information is shared with

The information may be shared with the people and organisations listed below. Information that is shared will be proportionate to the purpose for which it is shared

You

Your Ukrainian guests

Council staff employed to deliver the Homes for Ukraine scheme including in People and Benefits

The Home Office

The Disclosure and Barring Service

External organisations who are supporting the Council to deliver the Homes for Ukraine scheme. Most commonly this would be Two Generations, Romanian Eastern European Network (REEN) and Citizens Advice Harrow.

External companies who are employed to deliver Homes for Ukraine services on behalf of the Council, for example the e-form submission process for the thank-you payment

Other Council Services as may be necessary to support the Homes for Ukraine scheme or where information is required to be shared by law

The information you give us will be verified and subject to periodic review.

To validate your bank account details, we need to share relevant information you've given us with Capita Business Services. This will be used to ensure your Sponsor thank-you payment is paid to the correct bank account and to help prevent fraud. This is not a credit check and won't impact your credit rating.

Information will usually only be shared to enable a match with a Ukraine refugee under the Homes for Ukraine scheme, provide support in the process and to quickly and accurately award thank-you payments. If we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud either in the Homes for Ukraine scheme or for wider benefit and fraud investigations, or if there is a risk of serious harm or threat to life.

## **How long do we keep your information?**

Your information will be held for up to 6 years after your involvement in the Homes for Ukraine scheme ends

## **Your rights and access to your information**

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request](#) page.

## **If you have any concerns**

Please contact us if you would like to know more about the information we hold about you and how we use it [community.development@harrow.gov.uk](mailto:community.development@harrow.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

## **Changes in your circumstances**

You must notify us immediately if there are any changes in your or your households circumstances or personal details that may affect your role in the Homes for Ukraine scheme. This should include notifying us if your Ukrainian guests move out. You can do this by emailing [community.development@harrow.gov.uk](mailto:community.development@harrow.gov.uk)