



Home for Ukraine Scheme Privacy Notice

The Department for Levelling Up, Housing and Communities (DLUHC) and the Home Office are responsible for the Homes for Ukraine visa sponsorship scheme and Walsall Metropolitan Borough Council (Walsall MBC) will support the delivery of this scheme throughout Walsall. The DLUHC, the Home Office and Walsall MBC are all data controllers for the purposes of delivering this scheme.

This privacy notice is to tell you how Walsall Metropolitan Borough Council (Walsall MBC) will process your personal data when registering sponsors and providing homes to those fleeing the war in Ukraine. DLUHC and Home Office have distinctive statutory responsibilities and accountabilities under this scheme and have published a separate privacy notice to tell you how they will process any personal data and this explains how your personal data is used for their respective purposes. Please see [Homes for Ukraine visa sponsorship scheme: privacy notice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/homes-for-ukraine-visa-sponsorship-scheme-privacy-notice) to view their privacy notice.

You have rights concerning how your data is collected and used for this purpose. We inform you here what those rights are and how you can exercise them. Your information may be manually and/or digitally processed through our systems by people in the UK. These may be internal council staff or external staff via public and private healthcare providers, other public authorities, contractors and other agencies. All people with access to your information will do so under strict adherence to Data Protection law, adequate safeguards and appropriate authorisation.

You are entitled to know what personal data we use, why we use it, how we store it and for how long, and who we might share it with and why. Personal data is any information which provides details about an individual to someone else. The individual must be identifiable from the information, if the information is fully anonymised it is no longer classed as personal information.

Information we collect and use

Walsall Council collects, processes and retains a range of information about you.

This can be classed as either Personal Data or special category (sensitive) Personal Data and includes information such as:

Sponsor data

- Name/alias
- Address
- Date of Birth
- Email address
- Telephone / mobile number

- Details of property (number of bedrooms etc.)
- Safeguarding and security checks outcomes/flags
- Above details on individuals living in the same household as the sponsor (or a recommended sponsor)
- Above details on individuals recommended as a sponsor by another data subject providing an offer of help via DLUHC.

Applicant

- Name
- Age
- Sex/gender
- Email Address
- Telephone Number
- Immigration status of the applicant
- Potential Family members
- Passport number (and related details)
- Address Main applicant will be staying at if not with the Sponsor
- Date of entry to the UK
- Point of entry to the UK

Special category data (SCD)

No SCD is intended to be collected/shared, if this occurs the type of data will be included here.

Purpose for processing and lawful basis

The lawful basis under which we process your information and the linked reason for processing are:

- UK GDPR Article 6(1)(e) – the processing 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,
- DPA 2018, Part 2, Chapter 2, section 8 (d) – the exercise of a function of the Crown, a Minister of the Crown or a government department.

Special category data (if this occurs)

- 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;
- 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.

Who we may share your information with

In order to fulfil our obligations under the Homes for Ukraine scheme we may need to share your information with the following entities:

- DLUHC
- Home Office
- The Refugee and Migrant Centre Walsall (for the provision of support)
- Police (where appropriate from a safeguarding/community safety perspective)

We may also be required to share your data with third parties where there is a lawful basis to do so, such as in the event of suspected fraud, a crime or by court order.

How long we will hold your information

All personal data will be held for the duration of the scheme. Once the scheme has finished all personal data will be securely deleted unless otherwise instructed by the DLUHC and the Home Office. If we are instructed to retain any details longer than 2 years from the date of scheme closure, we will update this privacy notice accordingly.

Your rights

Save where they are limited or excluded by an exemption these may include the right to:

Object – the right of the Data Subject to request that their Personal Data is not processed for certain purposes.

Erasure - the right of the Data Subject to request that their Personal Data is erased where one of the statutory grounds applies.

Data portability – the right of the Data Subject to obtain Personal Data and reuse their Personal Data for their own purposes across different services in certain circumstances.

Restrict processing - the right of the Data Subject to request that the processing of their Personal Data is restricted in certain circumstances – for example, where accuracy is contested.

Rectification - the right of the Data Subject to request that any inaccuracies in their Personal Data are rectified without delay. Request that any incomplete personal data is completed, including by means of a supplementary statement.

Access - the right of the Data Subject to request access to information about how their Personal Data is processed and to request a copy of that personal data.

If you would like to know what information we hold and process about you, the category of information, who we share your information with, to ascertain the accuracy of the information and the criteria we apply in processing your information, you can make a request to us in writing.

To make a subject access request and receive a copy of your personal information, contact

Information Rights at Information Rights

Resource and Transformation Directorate
Walsall Council
Civic Centre
Darwall Street
Walsall
WS1 1TW
Telephone: 01922 650000

By email: informationrights@walsall.gov.uk.

Please be aware we will need you to provide appropriate identification but you can find details of this and everything else about our Subject Access Request process on our website or by typing the link below into your computer browser:

https://go.walsall.gov.uk/access_to_my_personal_records

WE should respond to your request within 30 days of receipt but if the request is complex and more time is required we will inform you in writing.

Walsall Metropolitan Borough Council's Data Protection Officer (DPO) is Paul Withers. If you have any questions about your rights under the GDPR, how the Council uses your information, or you wish to make a complaint about how we have processed or utilised your data, Paul will be able to help. How to contact our DPO:

Contact Address:

Office of the DPO
Resources & Transformation
Civic Centre 3rd Floor (HR Suite)
Walsall Council
Darwall Street
Walsall
WS1 1TP

Email Address:

Informationmanagement@walsall.gov.uk

Contact Telephone Number:

01922 650970

Should you be dissatisfied with the response you receive, you can contact the Information Commissioner's Office (ICO) with the details given below:

ICO Address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email Address:

Use the online form via this link <https://ico.org.uk/global/contact-us/email/>

Telephone Numbers:

Calling from within the UK 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate.

Calling from outside the UK +44 1625 545 745.