

Privacy Notice

Who we are

London Borough of Havering (LBH) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBH ('the Council'). The Council takes the privacy of your information very seriously.

This privacy notice relates to our functions relating to North East London International Recruitment Support Service. It provides additional information that specifically relates to this particular service, and should be read together with our [general privacy notice](#), which provides more detail.

What data do we collect

We collect your name, address, contact details, visa details and details of any dependents.

Why we collect your data

We collect your data so that we can help support you into gaining alternative employment and provide pastoral care if required.

The lawful basis for processing your data

The lawful basis we use to process your data as set out under Article 6 UK GDPR is:

Article 6 (a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose.

You can withdraw your consent at any time.

If we have a reason to believe there is a safeguarding issue, then we may process your personal data, including special category data, under:

Article 6 (c) Legal Obligation

Article 9 (g) Reasons of substantial public interest

How we use your data

We will use your data to help you gain alternative employment and pastoral support if required.

Who we will share your data with

We will share your name and contact details with Care Voice Providers Ltd (CVP) for the purposes of supporting you in finding employment.

We will share your personal details with the relevant local authority to provide you with pastoral care – this will be the local authority whose area you live in. We may also share with relevant local authorities if we believe there is a safeguarding reason.

We will share your personal details to verify your identity with the Home Office/UKVI to confirm that you have become displaced due to your employer's licence being revoked.

How long we will keep your data

We will keep your personal data safe and secure for a period of 12-18 months, after which they will be securely deleted.

How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your individual rights at or at www.havering.gov.uk/privacy or <https://ico.org.uk/your-data-matters/>. If you have any queries or concerns relating to data protection matters, please email: dpo@havering.gov.uk