

## **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 the resettlement of eligible persons from Afghanistan. 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 and process names, contact details, gender, date of birth, details of physical and mental and other relevant health and medical details, SEND details, any other relevant information relating to education, details of skills & qualifications, details of any offered employment and details of family makeup.

### **Why we collect and use your data**

We collect data so that we can support eligible person's and families housed in transitional accommodation and settled accommodation

### **The lawful basis for processing your data**

The lawful basis we use to process this data as set out in UK data protection legislation is:

Article 6 (e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

Article 9 (g) Substantial public interest with a basis in law

### **Relevant legislation that allows the sharing is:**

Care Act 2014

Homelessness Reduction Act 2017

Localism Act 2011

Equality Act 2010

Children Act 1989 & 2004

### **Who we will share your data with**

We will not share your personal data with any third party.

### **How long we will keep your data**

We will keep your data safe and secure for a period of 7 year(s) in line with our retention Schedule. After this time, it will be securely destroyed.

### **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](http://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](mailto:dpo@havering.gov.uk)