

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 Homes for Ukraine Sponsorship Scheme. 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.

Data we process

Sponsor

Name/alias

Address

Date of Birth

Email address

Telephone / mobile number

Sponsor's Nationality or Settled Status

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)

Details on casework concerns which contain pseudonymised personal data raised by Local authorities via Jira

Sponsor ID

Application reference number

National identity card number

Gender

Applicant data

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

Application ID

Group ID

Sponsorship certification number

Nationality

Disability flag

Wheelchair user flag

Additional data will be processed in the case of minors who did not travel with or to join a parent or legal guardian:

Parent(s) or legal guardian(s) of applicant:

Name
Date of birth
Address
Email
Phone number
Nationality or Settled Status
Passport/ID number
Detail of relationship with sponsor

Applicant's next of kin:

Name
Relationship to applicant
Telephone
Address
Email

Why we collect your data

We process data to monitor the progress and status of arrivals under the Scheme, so that we can initiate sponsor and accommodation checks, issue thank you payments to hosts and provide any local authority support to guests as is required.

The lawful basis for processing your data

The lawful basis we use to process your 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

DPA 2018, Schedule 1, Part 2 Section 6

Relevant legislation

Section 111 Local Government Act 1972

How we collect and use your data

Your data will be shared by Ministry of Housing, Communities and Local Government HMCLG and the Home Office to the Council for the purpose of delivering our obligations under the Scheme. Data shared to be used to:

- Undertake suitability checks of sponsors
- Communicate outcomes of these checks with HMG for safeguarding purposes
- Verifying and making thank you payments
- Allow quality assurance of care claims for children in local authority care

Who we will share your data with

Data may be shared with

- HMCLG and the Home Office to flag any safeguarding concerns
- Disclosure and Barring Service (DBS) for suitability checks

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 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