

Privacy Notice

Homes for Ukraine Hosts (Norfolk)

What this document is for

This privacy notice provides details on how the following Councils ('we', 'the Councils') use your personal information for the purposes of facilitating the 'Homes for Ukraine' Sponsorship Scheme:

- Norfolk County Council; and
- One of the following Borough, City or District Councils, depending on where you live:
 - Breckland District Council
 - Broadland District Council
 - Great Yarmouth Borough Council
 - North Norfolk District Council
 - South Norfolk Council
 - The Borough Council of Kings Lynn and West Norfolk
 - Norwich City Council

Each Council is a Data Controller in respect of the data, except for:

- information related to and records of completed Disclosure and Barring Service checks and passport details, where Norfolk County Council is the sole Data Controller.
- Payment details collected, where Norfolk County Council is the sole controller for Districts other than South Norfolk and Breckland (South Norfolk and Breckland are processing these payments for hosts within their District and relevant data will be shared accordingly).

By 'you' and 'your' we mean yourself and all other individuals living in the same household.

By 'use' we mean the various ways your personal information may be processed including storing and sharing the information.

Further details

Each Council provides the following information in their general Privacy Notices, on their own website:

- Who we are
- How long we use your information for
- Your rights under the UK General Data Protection Regulation (the GDPR) and
- How to exercise them

You can find these Notices here:

[Norfolk County Council](#)
[Breckland District Council](#)
[Broadland District Council](#)
[Great Yarmouth Borough Council](#)
[North Norfolk District Council](#)
[South Norfolk Council](#)

The Borough Council of King's Lynn and West Norfolk
Norwich City Council

What we use your information for

We may use the information about you to:

- Facilitate the 'Homes for Ukraine' Sponsorship Scheme within Norfolk;
- Contact You;
- Assess you and/or your property's suitability for the Scheme;
- Complete a Disclosure and Barring Service (where necessary);
- Provide additional support, advice or welfare, where applicable.

We also use this information to assess the quality of our services and evaluate and improve our policies and procedures.

We may also use information in other ways compatible with the above.

What personal data we collect and use about you and those within your household

We will collect and use:

- Name (including alias);
- Address (including length of time at this address);
- Email Address;
- Telephone Numbers;
- Property Details (eg. number of bedrooms, suitability);
- Permission to be in the UK for more than 6 months;
- Right to remain in the UK for more than 6 months;
- A description of you;
- Your immigration status;
- Safeguarding check outcomes;
- Information required for a DBS check
- Whether you own or rent your home (and details of landlord if rented)
- Payment details (BACS)

The County Council will also collect information concerning criminal convictions and offences. Particularly the County Council will, where necessary, conduct Disclosure and Barring (DBS) checks and record the outcomes of those checks. (This is to assess your suitability as a potential sponsor). The County Council may also use information about biometrics (passports).

The GDPR includes safeguards to protect the use of your special category data and criminal conviction data. Further details can be found in our [Special category data and criminal offences data policy](#) which sets out the County Council's procedures for compliance with the principles of the GDPR and the retention and erasure of this information.

Who provides this information

We receive most of this information from you, but we may also obtain some of this data from:

- The Home Office (Central Government);
- Department for Levelling Up, Housing and Communities (Central Government);
- Other Central Government Agencies;
- Disclosure and Barring Service Providers.

Who we share your information with

We may need to share your information with:

- The Home Office;
- The Department for Levelling Up, Housing and Communities;
- Other Council Departments;
- Other Central Government agencies;

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared. Your personal information may also be given to third parties contracted by the County Council to provide a service to the County Council. These service providers are known as data processors and have a legal obligation under GDPR and to the County Council to look after your personal information and only use it for providing that service. In particular, the County Council has entered into a contract with the Disclosure and Barring Service providers.

How the law protects you and the legal basis for processing your information

We have legal grounds under the GDPR to process this information because it 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 (Immigration and Asylum Act 1999);
- To exercise a function of the Crown, a Minister of the Crown or a government department.

We have legal grounds to process (including share) special category data and criminal convictions data because it is necessary:

- 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. The relevant domestic law is the Immigration and Asylum Act 1999;
- 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.

How long will we keep your personal information for

Apart from payment details, your personal information will be securely deleted and destroyed within 2 years from the closure of the 'Homes for Ukraine' Sponsorship Scheme, unless the Department for Levelling Up, Housing and Communities and/or the Home Office identifies that information should be securely deleted and destroyed before that point.

We will retain payment records for a period of seven years from the date of payment. Your BACS details will be deleted after 13 months of no activity.

If we need to use your information for research or reports, your information will be anonymised and any information taken from notes (handwritten or typed) during any consultation sessions will be securely destroyed. The information will continue to be used in a summarised and anonymised form in any research reports or papers that are published. The anonymised information in the papers may be of historic interest and may be held in public archives indefinitely.

How we keep your information

The information is stored electronically, on the Councils' network including records management systems and in paper files.

We do not process your information outside of the EEA.

Automated decision making

We do not make automated decisions about you and your family.

Changes to this notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated on 5th July 2022.