

# Privacy Notice for Dover Asylum and Resettlement Team (DART)

**Please Note:** This privacy notice should be read in conjunction with the Council's Corporate Notice at [www.dover.gov.uk/privacy](http://www.dover.gov.uk/privacy)

## Service description

The Dover Asylum and Resettlement Team support Afghan families move into the Dover District and provide support services to families.

Dover District Council is a data controller under Data Protection Legislation, for the Council to provide its services it is necessary to collect and process personal information. We are required to provide you with information on how we use your data and who it may be shared with. This is detailed within this notice.

## Processing activity

The information we collect, hold and process about you will vary and depend on the specific task and our purpose. This may be:

- To delivery of the DART project; supporting and resettling Asylum seekers
- To offer you services that you may need e.g., interpreting services, provide support and assistance to access relevant services.

## Information requirements

The types of personal data we process may include your:

- Name
- Email address
- Address data (once you are housed)
- Language
- Nationality
- Citizenship
- National Insurance Number
- Passport
- Image/photo ID
- Bank Details
- Financial Information
- Birth Certificate
- Employer details
- Business details and job title
- Telephone number
- Date of Birth/Age
- Number of Children
- Relationship status
- Gender
- Signature
- Vehicle registration

The types of special category data we collect may include:

- Race and Religion
- Disability Information
- Health/Medical Information
- Ethnicity
- Sexual orientation

Personal Data will be processed of you and your family members.

### **Lawful bases & Processing Conditions**

The Council's lawful bases for processing your personal data under UK GDPR:

1

- Article 6.1(a) you have consented to the processing of your personal data for one or more specific purposes.
- Article 6.1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority of the Council.
- Article 6.1(f) processing is necessary for the purpose of the legitimate interests pursued by you, the Council or a third party.

The Council's lawful bases for processing your special category data under UK GDPR:

1

- Article 9.2 (a) you have given your explicit consent to the processing of your special category data for one or more specified purposes.
- Article 9(2)(g), supplemented by DPA 2018 section 10(3) and Schedule 1, Part 2, paras 6(1) and (2)(a) – the substantial public interest condition.

### **Reasons for processing**

Some of the information that is collected is classified as **special category data**. In order to process this information, we must have an appropriate policy document which details how this information is handled. This is appended to our Data Protection Policy.

### **Data Processors**

Personal information is processed and stored on our behalf by:

- Microsoft 365 (emails/file storage/data sharing)
- Northgate & Huume (our housing systems)
- Interpreting services (Clear Voice)

**Data sharing** - We may receive from and share your personal information with:

- Charities, other local authorities, public bodies, or providers that we contract with who may be able to support you during your stay in the UK
- Department of Levelling Up, Communities and Housing
- Home Office
- Kent County Council

- Department for Work and Pensions (DWP)
- Law enforcement Agencies e.g., the Police to aid with the detection and prevention of criminal acts
- Our internal departments

We may rely on a number of exemptions, which allow us to share information without needing to comply with all the rights and obligations under the Data Protection Act 2018. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

### **We take the following safeguards when handling this information:**

- We have an Appropriate Policy Document which explains how compliance is met with the data protection principles, this also details the retention and erasure of personal data. This Policy is appended to the Council's Data Protection Policy.
- We maintain a record of our processing in our 'Record of Processing Activities' as required under GDPR Article 30.

### **Retention**

We **collect** and **retain** your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for no longer than is necessary and will be held for a period of 6 years, thereafter it will be disposed securely and confidentially.

### **Anonymisation**

Your personal information may be converted ('anonymised') into statistical or aggregated data in such a way that ensures that you cannot be identified from it. Aggregated data cannot, by definition, be linked back to you as an individual and may be used to conduct research and analysis, including the preparation of statistics for use in our reports.

### **Right to object**

Where processing your personal information is required for the performance of a public interest task, or legitimate interests (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

### **Further Information**

For further information regarding the processing and sharing of your personal data and your rights, please view the Council's Corporate Privacy Notice at [www.dover.gov.uk/privacy](http://www.dover.gov.uk/privacy) This notice is available in other means and languages (e.g., braille or print).

You can also contact us by emailing [data.protection@dover.gov.uk](mailto:data.protection@dover.gov.uk) or calling 01304 872321.

**August 2023**