

# Homes for Ukraine Privacy Notice

This Privacy Notice covers the personal data processing of Hosts and Ukrainian Nationals in relation to the Homes for Ukraine Scheme.

**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).

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

We will process your personal data for the following purposes:

- To support the delivery of the Homes for Ukraine Scheme
- To contact you regarding your application e.g., missing information, clarification on information provided, to arrange visit etc.
- To offer you services that you may need e.g., interpreting services, provide support and assistance to access relevant services

## Personal Data

This may include your:

- Name
- Address and details about your property
- Telephone Number
- Email Address
- Date of Birth
- Age
- Sex
- Passport Details
- Application Number and Status
- Arrival Date
- Identity, vetting and safeguarding checks

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

## Special Category Personal Data

This may include:

- Information about your nationality, race, religion, ethnic origin, and sexual orientation
- Information about you and your circumstances, this may include your health and medical data

## **Criminal Convictions and Offences**

This type of personal data is processed to undertake the necessary checks relating to criminal offences and safeguarding to deliver the Homes for Ukraine Scheme.

### **Lawful basis for processing Personal, Special Category and Criminal Offence Data**

When we are processing your data, we are required to have a lawful basis. Our lawful basis is:

- UK GDPR 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 vested in the controller.

If we process your special category personal data:

- UK GDPR 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.

If we process data relating to criminal convictions and offences (including alleged offences):

- UK GDPR Article 10, supplemented by DPA 2018 sections 10(5) and 11(2), Schedule 1, Part 2, paras, 6(1) and (2)(a) – the substantial public interest condition.

Processing of special category and criminal offence data is processed for reasons of substantial public interest under the laws that apply to us.

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.

**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
- Interpreting services e.g., Language Line
- Kent County Council - You can find out how KCC process your personal data by viewing their Privacy Notices at [GDPR Privacy Notices - Kent County Council](#)
- Law enforcement Agencies e.g., the Police to aid with the detection and prevention of criminal acts
- Our internal departments and contractors (our data processors)
- If you are a Ukrainian National, the household you stay with
- If you are a sponsoring household, the Ukrainian National that you are sponsoring

The sharing of information facilitates a joined-up approach with partner agencies, to ensure support of the delivery of the Homes for Ukraine Scheme.

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.

### **Retention period**

We will only hold your personal information for as long as necessary for the purpose in which it was collected. Personal data shall be retained for 2 years upon closure of the Homes for Ukrainians Scheme, unless the Department for Levelling Up, Communities and Housing and/or the Home Office identify that continued retention is necessary. All information will be held securely and disposed of 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 (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)

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