

# Privacy Notice Homes for Ukraine Sponsorship Scheme



## Nottingham City Council Information Compliance

**Service Area: Customer Services**  
**Directorate: Finance & Resources**  
**PN-255**

**April 2022**

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Customer Services are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information for a number of reasons, depending on the service or reasons for interacting with you. This includes the “Homes for Ukraine” Sponsorship Scheme.

- The Scheme relates to visa applications from those who wish to come to the UK from Ukraine and who have named people in the UK willing to sponsor them.
- In order for the scheme to work, central government shares personal information on sponsors matched to visa holders with the council. Vetting and safeguarding checks relating to individual sponsors will be made by the Home Office, including a check against Police National Computer (PNC) records. Outcomes relating to the checks will be shared with Local Authorities as a necessary part of assessment of suitability of sponsor offers in their locality.
- This enables the council to deliver support in placing Ukrainian visa holders in appropriate accommodation, including carrying out its own appropriate checks

of the sponsor's identity, their suitability as a sponsor and the appropriateness of the accommodation. The council will share outcomes of its Disclosure and Barring Service (DBS) checks with DLUHC and the Home Office as a necessary part of assessment of suitability of sponsor offers in their locality.

- Once the council has reported back to central government on whether the sponsor and the accommodation have been accepted following the various checks, it will then release the "thank you" payment to the sponsor as appropriate.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

### **What personal information will the Council process?**

The checking of a sponsor's identity and suitability will involve the council processing the following:

- Information verifying your name/identity, your address and relevant items relating to criminal offences.

### **Lawful basis for processing**

The basis under which we use your personal information for the Homes for Ukraine Sponsorship Scheme is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

Where the Council processes information relating to criminal offences, the condition under which this information is processed is it necessary for the performance of a task carried out for that purpose by a competent Authority.

In order to process this type of data Nottingham City Council must also be able to demonstrate that the processing is strictly necessary and satisfy one of the conditions in Schedule 8 of the Data Protection Act 2018 or is based on consent.

The Council will mainly process sensitive information for reasons statutory purposes for reasons of substantial public interest.

**Will my information be shared with other organisations or used for other purposes?**

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

**Do I have to provide the information?**

You are not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data we would be unable to check your suitability as a sponsor.

**How long will the Council retain the data for?**

The information that you have provided will be kept for 6 years for auditing purposes.

The Council publishes an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

### **Information Rights**

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as ‘the right to be forgotten’

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Part three of the Data Protection Act 2018 provides for similar rights in relation to law enforcement processing. The right to object and to data portability do not apply to personal data processed under part three of the Data Protection Act 2018. Nottingham City Council can apply exemptions and restrictions to these rights in some circumstances.

**Data Protection Officer**

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,  
Station Street,  
Nottingham,  
NG2 3NG

or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) .

**Information Commissioner's Office**

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,  
Water Lane  
Wilmslow,  
Cheshire  
SK95AF

[www.ico.org.uk](http://www.ico.org.uk)

**Further Information**

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .