

PN135 – UKRAINIAN REFUGEE SCHEMES PRIVACY NOTICE

Torfaen County Borough Council is committed to protecting your privacy when you use our services. This Privacy Notice is designed to give you information about the data we hold about you, how we use it, your rights in relation to it and the safeguards in place to protect it.

TCBC Service Area:	PSSU
Work area:	Community Cohesion
Contact Details:	Christopher Hunt
Privacy Notice Name:	Ukrainian Refugee Schemes

Data Controller:

Torfaen County Borough Council
C/o Civic Centre
Pontypool
NP4 6YB

If you wish to raise a concern about the handling of your personal data, please contact the Data Protection Officer using the details below;

Data Protection Officer:

Susan Bullock
01633 647467
Email: dpa@torfaen.gov.uk

As part of the UK Government Ukrainian Refugee Schemes, the Council will provide various services to Refugees and their Sponsors. This Privacy Notice will be updated as the situation evolves.

1) Who provides your data to the Council?

The personal information we process is provided to us directly by you:

- a) when you register your interest (as a sponsor) in providing accommodation for Ukrainian Refugee(s)
- b) When you apply for assistance from the Council (as a Refugee)

AND

We also receive personal information indirectly from Welsh Government:

- a) if you have registered your interest (as a sponsor) on their website

- b) where you have applied for a Visa under the scheme (as a refugee or on behalf of)

2) How does the Council collect this information:

- If you complete a form on the Council website
- If you contact us by telephone/email/social media/in writing
- From Welsh Government when the Council is allocated your case

3) What information does the Council collect about you?

The Ukrainian Refugee Schemes may collect the following information of both Sponsor and Refugee and their family/household members:

- Contact details (name/address/email/telephone)
- Date of birth and your sex
- Bank details if you receive the Scheme payment
- Identity information to perform relevant checks

4) Why does the Council process your personal data?

Under Article 6 of the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

- (e) We need it to perform a public task.

Where you have registered your interest in offering accommodation, we do not rely on Consent as the lawful basis for processing.

5) Special categories of personal data:

We may collect the following special category data to ensure we can meet the needs of both sponsor and refugee:

- personal data revealing racial or ethnic origin
- personal data revealing religious or philosophical beliefs
- data concerning health
- data concerning a person's sexual orientation

We collect this under Article 9 of the UK GDPR.

AND

Where we collect criminal data, for the purposes of checks carried out on sponsors and refugees, this is processed within the Council under Article 10 of the UK GDPR.

6) Who has access to your data?

Your data is shared internally only with the appropriate staff where it is necessary for the performance of their roles.

Your data may also be shared externally with organisations to carry out safeguarding checks and provide services. These may include, but not be limited to:

- Health Authority
- Third Sector organisations (e.g. voluntary)
- Police
- Welsh Government

Apart from where previously stated, we do not pass your details to third parties unless we are lawfully required to do so.

Is the Data transferred out of the UK?

No

7) How does the Council keep your data secure?

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Access to this data is restricted in accordance with the Council's internal policies and in compliance with the UK GDPR.

Data will be stored securely in:

- Electronic Council databases
- Secure network drives

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

8) How long does the Council keep your data?

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. At the end of the retention period the Council will securely destroy or dispose of the data in line with retention schedules.

9) Are we making automated decisions/profiling with your data?

No

Your rights

You have a number of Rights you can exercise:

- Access - to obtain a copy of your data on request
- Rectification – to require the Council to change incorrect or incomplete data
- Object, Restrict or Delete - under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Data portability – to receive and/or transmit data provided to the Council to other organisations (this applies in limited circumstances)
- Withdraw your consent at any time (where consent has been given)
- To know the consequences of failing to provide data to the Council
- To know the existence of any Automated Decision-making, including profiling, and the consequences of this for you.
- To lodge a complaint with a supervisory authority (Information Commissioners Office)

If you would like to exercise any of these rights, please contact: Christopher Hunt christopher.hunt@torfaen.gov.uk 01495 766097

The Information Commissioner can be contacted at: The Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone 0330 414 6421 or e-mail Wales@ico.org.uk.