

Privacy Notice for Ukrainian Guests and Homes for Ukraine Participants

What is the identity of the data controller, and the contact details of our Data Protection Officer?

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at InformationGovernance@wiltshire.gov.uk

What is the data being used for?

Wiltshire Council will process your personal information to support the Ukrainian Guests and Homes for Ukraine Participants in accordance with current data protection legislation.

Your personal information will be processed and shared only in connection with the support Wiltshire Council and external partners provide you, and with your consent. It will not be processed for any other purpose that is not compatible.

We use this information for one or more of the following reasons:

- Pre-arrival and post-arrival checks for hosts and guests
- Accommodation and welfare checks for hosts and guests
- Disclosure and Barring Service (DBS) checks for hosts
- Any other checks required to assess host suitability
- Support for hosts
- Support for guests
- Accommodation checks and communication with landlords.

For Ukrainian guests: Before you arrive in the UK, to get ready for your arrival we schedule a Home Safety Check and a Welfare visit at the host's address that you have been matched with and liaise with your matched host and/or agencies and partners in preparation for your arrival.

After you arrive, we may use your personal information for the following purposes:

- To help you to claim benefits
- To help you access employment support
- To help you access social support at the Welcome Hubs
- To help you to register with gas, electric, Wi-Fi and water companies
- To assist with any medical and other support needs you disclose

- To help you register for English classes
- To help you find a new host if your arrangement needs to end – this might involve sharing information with partner organisations

For sponsors, hosts and potential hosts: To get ready for your guests' arrival, we schedule a Home Safety Check and a Welfare visit at your address. After your guest arrives, we use your personal information to support you in your role as host.

Where Ukrainian guests need to be rematched with a new host, we will ensure a DBS Check is completed on all members of the prospective host family who are aged 16 and above. This may be arranged by an approved partner organisation we have entered into an agreement with.

Who will the data be shared with?

Your personal information may be shared internally with administrators of the scheme and internal and external providers involved in your support. It will not be shared with any other external agency without lawful authority.

We keep your personal information and records of contact with you, or people/organisations related to your welfare and support (guests and hosts), within the Homes for Ukraine Case File.

- A landlord is someone who has made a property available for Ukrainian guests in exchange for a rent.
- A sponsor is someone who made the initial application to the Homes for Ukraine scheme and was matched with an individual/group who had not yet arrived in the UK.
- A host is someone providing accommodation in their home to approved people on the Homes for Ukraine scheme.
- Most sponsors are also hosts, although this is not always the case. Some hosts did not make the application but provided accommodation to those already in the UK with a Homes for Ukraine visa.
- A Referrer is someone providing details of a potential host using the 'Refer a Host' process
- A Potential host is someone referred by a referrer using the 'Refer a Host' process

To provide this service, we will collect and use the personal information below:

Sponsor, host, potential host, and referrer data –

- Name
- Address
- Date of birth

- Gender
- Email address
- Phone number(s)
- Safeguarding checks/outcomes, including data returned from a standard or enhanced DBS
- Check – hosts only – not referrer
- Details of your home (property type / number of rooms)
- Family and household details
- Bank details

The data listed above will also be collected and stored regarding:

- Individuals living in the same household as a host - DBS Checks are only completed on
- Individuals aged 16 and over
- Individuals recommended as a host by another data subject providing an offer of help via
- DLUHC
- Persons who refer potential hosts

We get some of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from the Department for Levelling Up, Housing & Communities, and the Disclosure & Barring Service.

How long will we keep your personal information for?

We will not keep your personal data any longer than your involvement in the programme.

What are my rights in relation to my information?

Your rights are set out in the [Data Protection Act 2018 \(legislation.gov.uk\)](https://legislation.gov.uk) and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the [Information Commissioner](https://www.ico.org.uk) if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

For further information on how we process personal information at Wiltshire Council please refer to our corporate privacy notice at <http://www.wiltshire.gov.uk/privacy> or contact InformationGovernance@wiltshire.gov.uk or speak to the people helping you within this programme.