

## **Homes for Ukraine Fair Processing Notice (Host Support in Leicestershire)**

This notice is to tell you about why we need your information and how we will handle it. This notice is for

### **Homes for Ukraine (Host Support in Leicestershire)**

#### **What Information do we need from you?**

To fulfil our obligations, we will use the information provided by the Department for Levelling up, Housing and Communities (DLUHC) which you provided when you agreed to be a part of the scheme.

We need to know the following about you: your name, date of birth, address, telephone number, email address, mobile number and your status in relation to being a refugee host. Additional information will also include name and contact details for members of your household aged 16 or over, and name and date of birth for all other members of your household.

We will also collect your bank account details to make payments to you as hosts under the scheme, and record the status of property and DBS checks we carry out on your property, you and any residents in your household aged 16 and over.

#### **Why do we need this?**

We need this information so we can administer the Homes for Ukraine scheme locally and provide you and your guests with appropriate support. This includes checking on guests and ensuring their needs are met and there are no safeguarding concerns, making payments to you, sending you information about the scheme and support available to you and your guests and enabling your access to the refugee host support services.

#### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using our official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case our lawful basis is substantial public interest.

#### **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you this service, or if we are required to do so by law. As part of this processing, we will be sharing your personal data with:

- Other local authorities
- The DLUHC
- The Police

- The Fire and rescue service
- The host support service provider.

### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse, or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

### **How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. For this service we will retain your information for a period of 2 years after the closure of the Homes for Ukraine scheme. We will hold information relating to financial payments up to a period of 7 years.

### **What if something changes?**

If the information you provided changes or your circumstances change, please contact [HomesforUkraine@leics.gov.uk](mailto:HomesforUkraine@leics.gov.uk). If we need to change something like who we want to share this information with, we will contact you to let you know.