

## **Privacy Notice**

### **Bridgend County Borough Council – Ukraine Scheme**

What happens to information held about you? Your rights and our obligations to you.

#### **How we use personal data**

This document explains how Bridgend County Borough Council (BCBC) obtains, holds, uses and discloses information about people (their personal data), the steps we take to ensure that it is protected, and also describes the rights individuals have in regard to their personal data handled by BCBC.

The use and disclosure of personal data is governed by legislation. As such the Council is obliged to ensure that it handles all personal data in accordance with this legislation.

BCBC takes that responsibility very seriously and takes great care to ensure that personal data is handled appropriately in order to secure and maintain individuals' trust and confidence in the Council.

This information should be read in conjunction with the Council's Corporate Privacy Notice which is available on the website.

#### **Why do we handle your personal data?**

BCBC is committed to take Ukrainian people through the UK Government's Homes for Ukraine scheme. During this time, the Council has had to quickly change the way in which we are working to continue to provide the service and support that you require. We will always follow guidance and advice from the Welsh Government and UK Government when making any changes to the way in which we provide you with the support you need.

#### **What type/classes of personal data do we handle?**

In order to carry out the purposes described above, the Council may obtain, use and disclose personal data including the following:

- Personal details
- Family details
- Visa / Passport information
- Information relating to any safeguarding concerns, security checks, home assessments
- Contact details including address, email address
- Financial details including bank details to process monthly payments.
- Employment and education details
- Physical or mental health details
- Racial or ethnic origin
- Offences (including alleged offences)
- Religious or other beliefs of a similar nature
- Criminal proceedings, outcomes and sentences

This information is required in order to ensure that adequate provision is put in place and people are supported appropriately.

BCBC will only use appropriate personal data necessary to fulfil a particular purpose or purposes. Personal data could be information which is held on a computer, in a paper record i.e. a file, as images, but it can also include other types of electronically held information.

### **What will we do with your personal information?**

We will undertake an assessment to establish what support we can put in place for you and your family, including any financial support.

A record will be kept of the support that we will be providing to you and we may undertake regular reviews to ensure that the scheme is working for you, or whether we need to change anything to help you.

This will include post arrival support plans involving external organisations such as health and support services.

We will also use your information to carry out any relevant assessment / checks to assist you.

### **Who will we share your information with?**

Your information may be shared with internal departments in the Council and external partners depending on the support you require. This may include, but is not limited to:

- Education
- Financial Services
- Social Services
- Employment Services
- Human Resources
- Housing / Homelessness
- Support Service Provider (Taff Housing)
- Wales Strategic Migration Partnership (WSMP)
- Government Agencies (UK and Welsh Government)
- Cwm Taf Morgannwg University Health Board (Health Services)

- South Wales Police
- BCBC Schools
- Department for Work and Pensions
- Registered Social Landlords
- Other Local Authorities
- Local Voluntary Organisations and faith groups
- British Red Cross

### **How do we handle personal data?**

In order to achieve the purposes described in this Notice, BCBC will handle personal data in accordance with data protection legislation. In particular we will ensure that personal data is handled fairly and lawfully with appropriate justification. We will strive to ensure that any personal data used by us or on our behalf is of the highest quality in terms of accuracy, relevance, adequacy and non-excessiveness, is kept as up to date as required, is protected appropriately, and is reviewed, retained and securely destroyed when no longer required.

### **What is the legal basis for the use of this information?**

Article 6(1)(c) of the General Data Protection Regulation (GDPR) – to comply with our legal obligations in relation to providing housing, education, benefit support etc.

Article 6(1)(e) – to perform a task in the public interest or for our official functions to provide the appropriate level of support for each family relocated in BCBC.

### **How do we ensure the security of personal data?**

BCBC takes the security of all personal data under our control very seriously. We will ensure that appropriate policy, training, technical and procedural measures are in place, including audit and integrity monitoring, to protect our manual and electronic information systems from data loss and misuse, and only permit access to them when there is a legitimate reason to do so, and then under strict guidelines as to what use may be made of any personal data contained within them. These procedures are continuously managed and enhanced to ensure up-to-date security.

## **What are your rights in relation to your personal data which is handled by BCBC?**

Individuals have various rights under the legislation including:

### Right of access

You can obtain a copy, subject to exemptions, of your personal data held by the Council. A copy of the application form is available from:

<https://www.bridgend.gov.uk/media/2332/data-subject-access-form.doc>

You are also entitled to obtain confirmation as to whether or not data concerning you is being processed by the Council. Where that is the case, you are entitled to the following information subject to exemptions:

- The purposes of and legal basis for the processing
- The categories of personal data concerned
- The recipients to whom the personal data has been disclosed
- The period for which it is envisaged that the personal data will be stored
- Communication of the personal data undergoing processing and of any available information as to its origin.

*\*Please note that 'processing' means an operation or set of operations performed on personal data such as collection, recording, organisation, structuring, storage, adaption, alteration, erasure, restriction, retrieval.*

Proof of ID and any further information needed to locate the information may be required before the Council can comply with your request.

Any request for the above information should be made in writing to the Data Protection Officer and the Council will respond within one month.

### Rectification of data

You can request the Council to rectify inaccurate personal data relating to you. If the data is inaccurate because it is incomplete, the Council must complete it if required to do so by you.

A request should be made in writing to the Data Protection Officer and a response will be sent within one month.

### Erasure or restriction of personal data

You can request that the Council erase your data or restrict any processing of your data, subject to exemptions.

All requests should be made to the Data Protection Officer. The Council will then inform you of whether the request has been granted and if it has been refused, the reasons for the refusal.

#### Right not to be subject to automated decision-making

You have the right, subject to exemptions, not to be subject to a decision when it is based on automated processing and it produces a legal effect or a similarly significant effect on you. You have a right to express your point of view and obtain an explanation from the Council of its decision and challenge it.

However, it should be noted that this right does not apply to all decisions as there are exemptions for example authorisation by law, performance of a contract to which you are a party.

#### **How long does BCBC retain your personal data?**

BCBC keeps personal data as long as is necessary for the particular purpose or purposes for which it is held.

#### **Contact Us**

Any individual with concerns over the way BCBC handles their personal data may contact the Data Protection Officer at the Council as below:

Bridgend County Borough Council, Information Office, Civic Offices, Angel Street, Bridgend, CF31 4WB.

E-mail [foi@bridgend.gov.uk](mailto:foi@bridgend.gov.uk)

Telephone 01656 643565

You can also raise concerns with the Information Commissioner for Wales. The Information Commissioner can be contacted at:

Information Commissioner's Office – Wales

2nd Floor

Churchill House

Churchill Way

Cardiff

CF10 2HH

Telephone: 02920 678400 Fax: 02920 678399

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

Website: <https://ico.org.uk/>