

Data Protection Privacy Notice

Service: Environmental Health, Revenues and Benefits

Team: Private Sector Housing, Benefits

Processing activity: Determining that suitable accommodation is provided by sponsor/ host for Ukrainian guest in the Homes for Ukraine scheme under the Housing Act 2004 and making payments to Ukrainians and sponsors under the Homes for Ukraine scheme.

The Data Controller's Representative

Andrew Ennis, Service Lead, Environmental Health and Car Parks

Libby Jarrett, Service Lead, Revenues, Benefits, Customer Services & Corporate Fraud

Contactable by emailing aennis@eastdevon.gov.uk or by calling 01395 571780

ljjarret@eastdevon.gov.uk or by calling 01395 547450

The Data Protection Officer

Henry Gordon Lennox

Contactable by emailing dataprotection@eastdevon.gov.uk or by calling 01395 517401.

Obtaining your personal information

A request for an inspection of your home and supporting documents will have been provided to us by you as the owner; leaseholder or tenant of your property or by the UK Government or Devon County Council or Ukrainian guest for the purposes of determining the suitability of accommodation provided by sponsor/host to Ukrainian guests or for making a payment under the Homes for Ukraine scheme.

The personal data we will process will include your name, address, contact details and property ownership information. For payments your details and those of the Ukrainian guest's household will also include date of birth, the date of arrival and supporting evidence such as copies of visas. When available, bank details will also be collected to allow payments to be made.

Use of your personal information

We are using your personal information for the purpose of making payments and undertaking an inspection of accommodation provided by the sponsor/ host for Ukraine guests under the Homes for Ukraine scheme and on the basis of your consent to take part in the scheme and public task/regulatory obligation under the Housing Act 2004 and as Local Housing Authority for the Government's Homes for Ukraine Scheme.

Who will receive or see my personal information?

Your personal information will be available to be seen by those within the Environmental Health, Private Sector Housing Team for the purpose of administering the scheme and within support services (such as the Legal and Finance Teams)

If you apply and are registered for providing accommodation under the scheme we will share your personal information with other Council services that are supporting the Homes for Ukraine scheme including the Revenues and Benefits Team for the purpose of administering the payment funds to sponsors and Ukrainian guests; Environmental Health service and Housing team to facilitate between sponsor and guest should a homeless approach be made or concerns regarding the condition of the property. In some circumstance we may be required to share your personal information with the Planning and Building Control Service in connection with their regulatory duties if any concerns are raised about the property.

We will have been given your personal data from the register by Devon County Council and the UK Government for the purpose of processing the sponsor/hosts application to support the Homes for Ukraine scheme and we will share with these organisations the outcome of our property inspection and details of any payments made when required.

With your consent, we will share your name and contact details with East Devon Citizens Advice for the purpose of providing support and advice.

Information collected solely in regards to payments such as bank details will not be shared outside of the Revenues and Benefits service.

If there are any safeguarding concerns identified during our inspection, these will be shared with relevant organisations, including Devon and Somerset Fire Service.

We may share information with the Council's corporate safety officer when our staff safety is viewed as being at risk.

Information may also be shared with external partner agencies during safeguarding/ safety investigations and for fraud identification and prevention. Your personal information will be stored securely and will not be accessible to anyone else, including other services within the Council, unless detailed above.

Retention

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

Transferring personal information outside of the EU

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

Your rights

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

You will have given your consent to take part in the scheme during your application to the UK Government and Devon County Council. If you wish to withdraw your consent at any time, you should contact those organisations directly.

As we are processing your personal data on the basis of public task and legal obligation you have the right to object to and / or restrict processing.

If you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

Complaints

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: dataprotection@eastdevon.gov.uk or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk