PRIVACY NOTICE

Housing – Refugee Resettlement

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, moray.gov.uk 01343 543451, is a Local Authority established under the Local Government etc. (Scotland) Act 1994. We are the Data Controller of the personal data being collected.

Why we are collecting your personal data

The Council collects personal data about New Scots to support them with resettlement in Moray. The Council's Refugee Resettlement Team supports New Scots in six key areas: housing, employment, education, English for Speakers of Other Languages (ESOL), healthcare, and community integration. Personal data is collected when New Scots arrive under schemes and policies as organised by either the UK Government or Scottish Government, including:

Homes for Ukraine scheme, Scottish Super Sponsor scheme & Ukraine Permission Extension

The Scottish Government's super sponsor scheme, which acts within the Homes for Ukraine scheme, enables individuals to offer accommodation to displaced people from Ukraine by allowing them to sponsor individuals or families to stay with them. Personal data about you (the displaced person) is provided by the Scottish Government to the Council so we can arrange and support your relocation to Moray. The data we receive may include:

- name, sex and date of birth of the displaced person
- application reference number
- address of sponsor property
- sponsor contact information.

The **Scottish Super Sponsor scheme** provides accommodation and care to displaced people of Ukraine by removing the need for applicants to be matched to a named individual before they are cleared to travel to the UK through the visa system. This scheme remains paused for new applicants. Under the Scottish Super Sponsor scheme, personal data is transferred to Moray Council, which includes personal data for the displaced person and their dependants.

The Council will also receive information about your Host/Sponsor. This information is held separately. Please see our Refugee Resettlement – Homes for Ukraine Sponsors/Hosts Privacy Notice available here: www.moray.gov.uk/PrivacyNotices

Your information is provided to and used by the Council to:

- ensure all requirements are in place for relocated families arriving in Moray
- ensure all relevant services are in contact with Hosts and New Scots

- ensure the complex needs of New Scots are met in a timely fashion
- ensure local services have capacity to support New Scots and identify potential accessibility issues
- help ensure the safety of our New Scots and hosts/sponsors, by carrying out an enhanced disclosure check, a local authority systems check (safeguarding) and a property visit
- ensure New Scots, where eligible, receive their Welcome Payment, and Hosts (where eligible) are paid their Thank You Payment.

Afghan Resettlement Programme (ARP) (previously the Afghanistan Relocation and Assistance Policy (ARAP))

Under ARP, the UK Government will provide the Council with information about you, a displaced person, potentially including your:

- name, date of birth, sex/gender, marital status
- religion, ethnic origin
- contact details in host country
- education, skills, and employment summary
- the number of people within a family due to be resettled
- age and gender of family members
- language spoken, ability to communicate in English
- any known specific cultural or educational needs, and,
- medical information.

Under Homes for Ukraine and ARP, additional information will be collected from you, the displaced person, when you arrive in Moray, including:

- name, date of birth, sex and relationship status
- contact details: email address, phone number(s), and preferred method of contact
- number of dependents, names and ages of family members
- languages spoken, religion, occupations/skills
- mobility or access needs
- date of arrival, visa reference number, and passport or ID verification information
- health information relevant to housing needs; including pregnancy status.

Personal data we collect from other sources

If you arrive in Moray under the Homes for Ukraine scheme, personal data about you will be received from the Scottish Government. If you arrive in Moray under ARP, the UK Government will provide us with your personal data. We may also receive information about you from another local authority if you have arrived in Moray from another area in the UK.

Personal data you give us about other people

If you have provided, or have been asked to provide, someone else's personal data for a specific purpose, for example as an emergency contact, if reasonable to do so then please make sure that you have told them you have given their personal data to us for this purpose.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's legal basis in data protection law to be Article 6(1)(e) of the United Kingdom General Data Protection Regulation (UK GDPR) because your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council under:

- the Immigration and Asylum Act 1999
- Section 20 of the Local Government in Scotland Act 2003
- Section 12 of the Social Work (Scotland) Act 1968

In carrying out this function the Council is also likely to process special categories of personal data, such as data about health, ethnicity and religion. We understand our legal basis in data protection law for processing special category personal data to be Article 9(2)(g) of the UK GDPR, and Schedule 1, Part 2, paragraph 6 of the Data Protection Act (DPA) 2018, as the processing is necessary for reasons of substantial public interest for statutory and government purposes (for the exercise of functions conferred under the above legislation and the Housing (Scotland) Acts 1987 and 2001 and the Homelessness etc. (Scotland) Act 2003), and, Schedule 1, Part 2, paragraph 18 of the DPA 2018 – Safeguarding of children and individuals at risk.

Personal data relating to criminal convictions or offences may also be processed. We understand our legal basis in data protection law for processing this data to be Article 10 of the UK GDPR, together with Schedule 1, Part 2, paragraph 6 of the Data Protection Act 2018; as the processing is necessary for reasons of substantial public interest for statutory and government purposes (for the exercise of functions conferred under the above legislation and the Housing (Scotland) Acts 1987 and 2001 and the Homelessness etc. (Scotland) Act 2003), and, Schedule 1, Part 2, paragraph 18 of the DPA 2018 – Safeguarding of children and individuals at risk.

Who we share this personal data with

If you relocate from Moray to accommodation in another area, we will share some information about you with the Local Authority in the area to which you move, so they can support you.

To help make sure you and your family can access the right supports and services for you, and to ensure appropriate safeguarding checks are carried out, personal data may

be shared internally and/or with external organisations. Internally, we may share information with Council services including Education, Housing, Social Work, Taxation, Employability, Community Learning and Development (CLD) and Money Advice.

Externally, we may also share your information with external organisations such as NHS Grampian, Police Scotland, the Department for Work and Pensions (DWP), Registered Social Landlords and the University of the Highlands and Islands (UHI) Moray (who may provide assistance with ESOL classes).

We may also receive information about you from each of these organisations or Council services if necessary in order to ensure you receive the right support, or, if it is necessary to ensure your or another person's safety.

We may share some of your information with interpreters who provide you with language or personal support to help your integration in Moray. The information shared is limited to the minimum information needed for them to assist you. We only use registered interpreters bound by the code of practice of community interpreters.

The Council's Refugee Resettlement Team will maintain a record of the support you receive to ensure essential support tasks are completed and ensure the quality of support you receive. This record is stored on a database provided by a third party; we make sure they process your personal data appropriately through our contractual arrangements with them.

Statistical information regarding Resettlement in Moray will be shared with UK Government and Scottish Government, in line with funding instructions. This data will not identify you or your family.

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date. It may also be shared with other relevant Council Services where applicable.

The Council may share your personal data with other relevant Council Services and third parties, where we are under a legal obligation to do so. For example, this may be with Police, Social Security Scotland, UK Border Agency, or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council Services and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the personal data is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: www.moray.gov.uk/RetentionSchedules (under Section 5 of the Records Management Plan).

The Council stores information within the UK.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data.

As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing.

For more information about these rights, please see the Information Management pages on the Council's website here: www.moray.gov.uk/InformationRights. Alternatively, email the Council's Data Protection Officer at: IG@moray.gov.uk

If you have a concern about the way the Council has handled your personal data, you can make a complaint to the Council's Data Protection Officer in the first instance; an e-form is available on the Council's website here: www.moray.gov.uk/Complaints

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: https://ico.org.uk/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/