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READING BOROUGH COUNCIL

Syrian Vulnerable Persons Resettlement Scheme Data Privacy Notice

Syrian Vulnerable Persons Resettlement Scheme at Reading Borough Council

Reading Borough Council has committed to take three families per year over five years through the Government's Syrian Vulnerable Person's Resettlement (SVPR) programme. Through this scheme the Council supports the refugees through provision housing, medical, education, care and integration support with funding from the Government, according to the Home Office 'FUNDING INSTRUCTION FOR LOCAL AUTHORITIES IN SUPPORT OF THE UNITED KINGDOM'S RESETTLEMENT ROGRAMMES FINANCIAL YEAR 2018 - 2019'.

What personal information do we hold about you?

Name
Address
Telephone number
Email address
Photograph
DOB
Nationality
NI number
student number

How will we use your information?

This information is necessary to arrange support to meet your needs. Your name and address is required for basic identification and your telephone number is needed for basic communication.

You may provide your email address to assist with communication and provision of documents.

Your photograph is provided on the UNHCR forms for identification.

We are required submit funding claims and monitoring and evaluation returns to the Home Office.

How will the data be stored?

The use of identifying features is minimised through use of numerical id and use of initials in meeting records.

Word and excel documents are password protected or stored in a Personal Drive.

Paper documents are stored in a secure cupboard.

A letter of authority is obtained from the individuals giving consent to sharing information

Information that needs to be shared is sent via secure email. External partners sharing their information with us are required to use secure mail.

What is the legal basis for the collection, use and storage of your data?

All the data is provided with your consent.

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Who will your data be shared with and for what purpose?

Your details will be shared with the Clinical Commissioning Group, Reading Refugee Support Group, Reading Community Learning Centre, Job Centre Plus, Home Office, Reading Police in order to arrange services for you.

How long will we keep your information?

Your data will be kept for 6 years.

Your rights

You can get access to your information by submitting a Subject Access Request which can be made by following the link: www.reading.gov.uk/dataprotection.

You also have the right to have your data corrected, the right to have your data deleted and the right to put a complaint to the Information Commissioner's Office (ICO).

You have the right to withdraw your consent at any time

You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:

- It is no longer needed for the reason why it was collected in the first place
- You have removed your consent for us to use your information and we do not have to keep your information for legal reasons

How to contact us

You can contact Reading Borough Council on 0118 937 3787 or www.reading.gov.uk.

The Data Protection Officer is Ricky Gill

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