

Afghan Resettlement Programme privacy notice

Who we are

Cambridge City Council, will collect, use and be responsible for certain personal information given to us about you. When we do so we are regulated under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are responsible as 'controller' of that personal information.

This includes the information of eligible persons (EPs) from Afghanistan travelling to the UK under the Afghan Resettlement Programme (ARP).

As a Local Authority, we will provide resettlement support to EPs for 3-years. To effectively provide this support, we ask individuals to provide information, some of which may be personal data.

Personal information we collect and use

We will collect the following personal information when you provide it to us, or we receive it from the Ministry of Defence (MoD).

- Personal information e.g. your name, address, date of birth
- Contact details e.g. email address, telephone number
- Information relating to individuals living in your household e.g. skills and qualifications, education and employment

We will also need to collect some 'special category data'. This data is more sensitive and is treated with additional care and protection.

- Health information e.g. mobility requirements, pregnancy, special educational needs, mental health diagnoses
- Safeguarding information

How we use your personal information

We use your information to:

- Assess your suitability for accommodation and support
- Understand your needs and aspirations and support you appropriately
- Contact you by telephone, messaging applications, letter or visit
- Provide additional information about services available to you

Data capture forms

When we commence your support, you will be asked to complete a consent form, which captures the organisations you consent for us to speak to or share information with on your behalf. You have the right to withdraw your consent at any time.

Additionally, there may be other forms or applications your support worker will complete with you on your behalf e.g. for GP registration, school places, English classes, employment support. These forms are shared with third parties who provide these services where you have consented for us to do so.

Any data capture forms controlled by us will be stored in line with retention periods stated below and shared with relevant internal service areas where necessary.

What allows us to use your personal information

The use of personal information is a public duty placed on the local authority (also known as GDPR 6(1)(e)). You have the right to object to this processing, however if you do, we may not be able to provide accommodation and support under the ARP.

In addition, the Council receives information from the MoD, including special categories information. This information is shared and processed under Article 9(2)(g), processing necessary for reasons of public interest.

How long your personal data will be kept

We only hold your personal information for as long as necessary.

Personal information and special category data provided by MoD or collected from you through ongoing support will be held for 18-months from the end of support.

Who we share your personal information with

When working with you, we may collect information from, or share it with, some of the following third parties:

- MoD
- South Cambridgeshire District Council
- Relevant internal service areas
- Other public sector bodies (e.g. education, healthcare)
- Third parties based on the consent of the data subject

Information will not be sold, or provided to anyone else, or used for any purpose that is not related to any of the Council's statutory functions, unless you have been advised that we will do so, or it is required by law.

Your rights

For information on how you can access your personal data and your other rights please see our [Privacy notice – Cambridge City Council](#)

For further information about your rights, including the circumstances in which they apply, please visit the [Information Commissioner's website](#).

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being used or accessed in an unauthorised way.

Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have a procedure in place to deal with any suspected data security breach. For further information on how the council keeps your data secure please see the main [Privacy notice – Cambridge City Council](#)

Who to contact

If you have any concerns regarding the way we have handled your personal data, please contact the Data Protection Officer by emailing infogov@3Csharedservices.org or by calling 01223 457000. Your complaint will be answered as soon as possible and within 20 working days.

UK GDPR also gives you the right to lodge a complaint with the Information Commissioner, who may be contacted via the [Information Commissioner's website](#).