

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (“UK GDPR”), EU General Data Protection Regulation (“EU GDPR”), and the Data Protection Act 2018, (“DPA”)

2. Who are we?

Oxford Diocesan Board of Finance (ODBF) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

ODBF complies with its obligations under the GDPR and DPA by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring appropriate technical measures are in place to protect personal data.

The information we collect comes from the following sources:

- **Contact emails** (eg enquiries) - name, email address
- **Zoom calls and personal conversations**
- **Additional data provided directly by host and refugee or via Ukrainian Sponsorship Pathway UK (USPUK) and Citizens UK** - parent/carer’s name, phone number, email address, address, sex, date of birth, religion, home church and parish, photograph; copies of identification documents including passports, birth certificates, and marriage certificates; bank account information; refugee criminal and immigration history
- **Medical and Consent Forms** - medical background, dietary requirements, email address, emergency contact details, phone number, medicines, vaccination information, blood group;
- **Online Forms** – name, phone number, email address, address, gender, date of birth, church and parish, relevant experience, host references, data needed to complete DBS checks.

We use you and your child’s personal data for the following purposes:

- **Refugee personal data** - To assess needs and find a suitable host match. To provide on-going support during settlement in the UK. To process visa applications
- **Host, host family, and unrelated residents at same address personal data** - To assess suitability for hosting refugees. To process visa applications
- **Refugee Medical and Photograph Consent Forms** - used to ensure we have all the relevant information on you and your child while being hosted.

4. What is the legal basis for processing your personal data?

We process the information you provide on the basis of ‘legitimate interest’ and ‘performing a task in the public interest’. This is to assess needs and suitability and find a suitable host/refugee match; and to provide on-going support during settlement in the UK

We process the information you provide on the basis of ‘Legal Obligation’ to comply with UK Government requirements relating to the Homes for Ukraine programme.

We process the information you provide on the basis of ‘consent’ in the following way:

- Medical and Consent Forms - only to ensure you/your child receives the best support and care possible;
- Photographs for the purpose of identification in emergencies.
- To communicate with you for non-essential purposes
- Host information passed to the refugee for matching purposes

5. Sharing your personal data

Your personal data will be treated as confidential and will be shared when necessary with the matched host/refugee and the local lead for the network of non-host support volunteers. It may include sharing with medical professionals in case of an emergency and with USPUK and Citizens UK. Personal data for the refugee, host and host’s family may also be shared with UK Visas and Immigration

6. How long do we keep your personal data?

In accordance with the Church of England’s safeguarding guidelines, personal data connected with records of children’s activity, including any risk assessment, will be kept for 50 years after the activity ends. Other records will be kept only as long as necessary.

7. Your rights and your personal data

Unless subject to an exemption under the UK GDPR or DPA, you have the following rights with respect to your personal data:

- to request a copy of your personal data which ODBF holds about you;
- to request that ODBF corrects any personal data if it is found to be inaccurate or out of date;
- to request your personal data is erased where it is no longer necessary for ODBF to retain such data;
- to withdraw your consent to the processing at any time;
- where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 202243. Email: dpo@oxford.anglican.org.

You can contact the Information Commissioners Office on 0303 123 1113 or via [email https://ico.org.uk/global/contact-us/email/](mailto:https://ico.org.uk/global/contact-us/email/) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.