

Community Sponsorship Scheme

Data Privacy Statement

<Name of Lead Sponsor> is responsible for ensuring your family are supported by a group of volunteers who will help you build a new life here in the UK.

This means we need to hold certain information about your family. We want to assure you that we take your family's privacy very seriously.

The law requires us to only hold the information necessary to support you as agreed.

We will hold your information in the strictest confidence and protect it with appropriate safety measures.

We will normally only share or discuss personal information with members of your group or with designated **<Name of Lead Sponsor>** staff, on a need-to-know basis.

In the event of an incident or concern involving harm, or the risk of harm, to a member of your family we may also share your information with emergency, healthcare or social care services.

We will store your information safely for up to two years after our support comes to an end. We will then permanently delete all digital information and shred all paper information we hold about your family.

If we have reason to retain your information for longer, we will explain why and seek your permission.

To help us keep accurate information, we would ask you to notify the Project Lead for your group of any changes in your family's details or circumstances.

Under UK law you have certain rights, including the right to access the information we hold about you, and the right to make a complaint.

Further details about your rights are on the next page.

Your Legal Rights

You have the right to:

- Access the personal information we hold about you
- Require us to correct inaccurate data
- Prevent us from causing you harm or distress when processing your information
- Prevent unsolicited marketing
- Prevent automated decision-making

How to Access Your Personal Information

You can ask for copies of the information we hold about you. This is known as a 'Subject Access Request' or SAR.

Please make your request in writing to the address below. If you need help with your request, please speak to the Project Lead for your group.

We will normally respond within one calendar month. If we need longer, we will write to you to explain why and ask your consent.

How to Make A Complaint

If you have any concerns about how we process your information, please contact us straight away by phone or e-mail. See below for details.

If you are not happy with our response, you can ask the Information Commissioner's Office (ICO) to intervene.

You can contact the ICO in the following ways:

Visit the website at: www.ico.org.uk

Call the Helpline on 0303 123 1113

Send an e-mail to: casework@ico.org.uk

Our Contact Details

To make a Subject Access Request (SAR):

<address>

If you have a concern:

<telephone number>

<e-mail>