

Service Area and contact details	
Service Area:	People and business change
Contact Details:	nccequality@newport.gov.uk
Privacy Notice Name:	Vulnerable people resettlement Schemes

Source and categories of information being processed
<p>This section is only relevant if personal data has been obtained from a source <u>other than</u> yourself (the data subject).</p>
<p>Newport City Council has obtained the following categories of your personal data:</p> <p>Newport City Council's Vulnerable People Resettlement Scheme (VPRS) Team will capture and record details relating to service user's situation and provide suitable tailored support for all those referred to us from the Home Office under the various Schemes.</p> <p>This section sets out the categories of personal data that could be shared with us and the type of individuals and organisations that may provide us with information.</p> <p>Categories of personal data obtained by the VPRS team which are shared by the Home office are:</p> <ul style="list-style-type: none"> • Name • Address • Date of Birth • Gender • Nationality • Political opinion • Country of Origin/Asylum • Religion • Health Data • General health conditions • Education records • Allocated Reference numbers from received applications. • Details of all family members. • Asylum History/ Background information • Immigration Status

We have obtained your information from:
<p>The VPRS team receives and records information provided by a range of sources, including:</p> <ul style="list-style-type: none"> • Home Office

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

Our legal basis for processing your information:

We have a statutory obligation to process your personal data

Further details about our legal basis for using your information and the purpose of processing:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

In order to provide the support that you may require Newport City Council will need to gather, record and share your information. We will record details such as your name, contact details and the nature of the advice we provide to you. As your support progresses we will collect further information about you in order to offer the right support to enable you to meet your identified goals and objectives.

The VPRS is funded by the Home Office to deliver a support service for you and all family members who have arrived with you to the UK. In order to do this we have to abide by a range of legislation that provides the legal basis for processing your information, which may include the following legislation, depending on your support need.

- Social Services and Well-being Act
- Human Rights Act 1998
- The Children Act 2004; The Children Act 1989
- All Wales Child Protection Procedures 2008
- The Mental Capacity Act 2005
- All Wales Safeguarding Procedures
- The Mental Health Act 1983

The right to withdraw consent

N/A

(Only relevant to consent based processing)

You must provide us with the information we need to deliver the service, if there is either:

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so
- c) You are able to withdraw from the support offered to you at any point.

(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)

The consequences of not providing the information are as follows:

If you do not provide us with your information, we will not be able to provide you with appropriate information, advice and assistance, which will result in withdrawal of support.

Special Category Data

(Only relevant if special category data is being processed)

Sometimes we process special category data which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

There is substantial public interest

Special category data is data about an individual's race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, health, sex life or sexual orientation. It is likely that we will process data that relates to your health and medical history and there is substantial public interest in doing so, the data is collected in order to ensure appropriate support offered. The processing of this data will be proportionate to the aim pursued and respect the essence of the right to data protection. We will provide for suitable and specific measures to safeguard your fundamental rights and interests.

Automatic decision making/profiling

(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

Not Applicable

Who will have access to your personal information?

Newport City Council is the data controller and the Data Protection Officer is:

Digital Services Manager

Email: information.management@newport.gov.uk

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

- Newport City Council (NCC) VPRS TEAM

We may share your information within Newport City Council:

We may share your information with the following internal departments as appropriate to deliver the service.

- Reach
- NCC Education Team
- Occupational Therapy Services
- Gems Translation
- Supporting People (NCC)
- Community Connectors (NCC)
- Passenger Transport
- Social Services
- Financial Services
- Legal Services
- Insurance Services
- Housing Services
- City Service (Complaints and Information)
- Internal Audit
- Health & Safety
- Environmental Health

We may share your information with other, external organisations:

We also share your information with other agencies and organisation on a 'need to know' basis

- Health Boards
- Police
- Independent Care Providers
- General Practitioners
- Medical Professionals
- Residential and Nursing Care Homes
- Housing Associations / Registered Social Landlords
- Partner Agencies (other support providers as and when required- for example New Pathways)
- Disclosure and Barring Services
- Welsh Government
- Audit Wales
- Education Authorities
- Legal Representatives
- Home Office
- Local authorities from a different region
- Barnardos

- Court of Protection
- MPs / AMs / Ombudsman
- External Consultant
- Department of Work and Pensions –(DWP)

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as ‘data processors’. In processing your data, we use the following data processors:

N/A

Details of any international transfers of your personal information:
(if applicable)

N/A

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

Information.management@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have your data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

We will retain your information in line with our Information Retention and Disposal Policy and will keep your information only for as long as it is needed, after which it will be deleted or destroyed.