

Migration Team Privacy Notice for the RTOF Project

Spring Housing Association complies with the Data Protection Act and GDPR law and is registered with the Information Commissioner's Office (ICO) as a Data Controller. This Privacy Notice explains how we will use your personal information, what for, and who we will share it with as part of the RTOF Project.

Why we collect and use Personal Data about you

We collect personal data about you relating to your application to receive support through the RTOF Project and to help us create an individualised plan for employment and potentially support you with an entry to a safe and secure accommodation and help you with your wider integration plans.

We use this information to:

- Decide who is eligible to take part and be supported in the project
- Provide you with services you need to aid your integration into Coventry
- Match your needs with project activities and offer further advice and guidance
- Help us to develop and improve our services
- Complete reports for the Home Office and the Learning and Evolution Manager (LEM) Ecorys/Social Finance and Big Integration Partnership Ltd.
- Allow Spring Housing to fulfil its task of integration services and support

Our lawful basis for processing personal data is **Consent**.

What personal information do we collect about you?

We collect the following information about you and your child/ren if applicable:

- Your full name
- Your contact details
- Your date of birth and age
- Arrival date in the UK
- Gender
- Nationality
- Country of Origin
- Biometric Residence Permit card number
- National Insurance Number
- Benefits Received (past and current)
- Next of Kin / Emergency Contact, including relatives living overseas
- Language/skills and abilities
- Highest level of educational / work-related qualification
- ESOL/English Level
- Employment status and employment plans
- Occupational type/sector/goal
- Housing status and housing plans
- Biometric data, with photos of individuals omitted
- Religion
- Immigration Status- Case Reference Numbers
- Ethnicity
- Medical needs
- Disability

Who we share your personal information with?

We share data with Coventry City Council and our RTOF Project Delivery Partners who

are:

- Coventry City Council Migration Team
- Ashley Community Housing
- St Francis Employability
- Home Office (for reporting purposes)
- Learning and Evolution Manager (LEM) Ecorys/Social Finance
- Big Integration Partnership Ltd.

We also have information about you shared with us by the parties listed above

Please see their Privacy Notices for information about how they use your personal data.

How long will we keep your information?

Your personal information will be kept by the Coventry RTOF Project until 31st March 2031, to fulfil audit requirements by our funder, the Home Office.

Your Rights

You have the right to:

- Ask to see the personal information we hold about you
- Withdraw consent (see below)
- Ask us to change information we hold about you if it is wrong
- Ask us to delete information we hold about you
- Ask us to limit the way we use your personal information
- Data portability (have your data transferred to another authority)
- Complain to the Information Commissioner's Office

To exercise any of these rights please contact the Spring Housing Association Data Controller – Rajbir Shergill ☐ T: 0121 663 1443 ☐ E: rajbir@springhousing.org.uk

Withdrawal of Consent

Where personal data is processed on the basis of consent, you will have the right to withdraw that consent. However, Spring Housing Association process personal data when it is necessary to do so in order to comply with our legal obligations and to enable us to perform tasks carried out in the public interest.

Complaints

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by Spring Housing regarding your data. In these circumstances you can contact Spring's Data Controller – Rajbir Shergill ☐ T: 0121 663 1443 ☐ E: rajbir@springhousing.org.uk

If you are not satisfied with any outcome from Spring Housing Association you may wish to apply to the

Information Commissioners Office at:
The information Commissioner Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.