



This project is co-funded by the European Union Asylum, Migration and Integration Fund. Making management of migration flows more efficient across the European Union.

## BMBC PRIVACY NOTICE

<b>Document Title</b>	Refugee Integration Yorkshire and Humber
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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to the Refugee Integration Yorkshire and Humber Project**

### Stage one: Who are we?

The Asylum, Migration Integration Fund Project is delivered in partnership with other local authorities across Yorkshire and Humber and is funded by the EU until 31 December 2020.

We are committed to meeting GDPR obligations and handling your information securely. The project sits within the Safer Neighbourhood Service, specifically within the Housing Options Service, and provides support to those granted leave to remain in the UK, through the asylum process, to 'move-on' from their Home Office accommodation and support and successfully integrate into life in Barnsley.

### Stage two: What type of personal information we will collect from you

- Personal Information such as name, date of birth, gender, address, telephone numbers.
- Information relating to your personal circumstances such as details of any dependent family members, your first language, education and skills
- Special category personal information data - Biometric residency permit details

The above list may change dependant on the requirements of the service; however, any changes will only be based on the requirement to capture the relevant information to inform decision making.

We will not collect any information from you that we do not need to provide and oversee services to you.

### Stage three: Why do we need your personal information

- We will use your personal information to make sure that you are eligible for this service and to be able to provide support which matches your personal circumstances.
- We are required to collect and retain this information as part of the requirements of the funding.
- Personal data is sent to UK Responsible Authority (UKRA) and their independent evaluator for the express purpose of fulfilling AMIF requirements namely: monitoring, audit and evaluation;

this personal data will not be shared with any other part of the Home Office.

#### **Stage four: How we will collect your personal information**

The Asylum Support Liaison Officer will collect your information from you directly (e.g. by asking you for the information, face to face or over the telephone).

#### **Stage five: Our Legal Basis for processing your information?**

We collect and use your information under:

- Article 6(1) (c) – Processing is necessary for compliance with a legal obligation, namely:
  - Section 8(d) Data Protection Act 2018
  - Section 10 and Part 1, Schedule 1(1) – Data Protection Act 2018
  - Section 1 Localism Act 2011
  - Article 56 of the asylum, migration and integration fund (AMIF) regulations (EU) 514/2014
- Article 6(1) (e) – 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.
- Article 9(2) (b) – Processing is necessary for social protection law.

#### **Stage six: Who we may need to share your information with?**

We sometimes need to share your information within the Council or other organisations. We will not share your information with anyone without your consent unless the law and/or our policies allow us to do so and we will only share the minimum information we need to.

Please Note: For funding requirements we need to share your information with:

- Migration Yorkshire, Leeds City Council
- Asylum Migration Integration Fund (AMIF)
- UK Responsible Authority (UKRA)

#### **Stage seven: Why we may need to share your information?**

In certain instances, we may need to share your information with other individuals and organisations. For example, if you make a complaint to a Councillor or your MP, or if the information sharing would help with a safeguarding issue, or help prevent a crime. There may be occasions where we might share your information without your knowledge.

We will never sell your information to anyone or any other organisation.

#### **Stage eight: How long will your information be kept?**

We will only keep your information for as long as we need to, after which we will securely delete the information.

We will keep your information for the duration of the AMIF project; until 31<sup>st</sup> December 2020. Your information will be held by Migration Yorkshire, Leeds City Council for a further eight years after the project end. This means 31<sup>st</sup> December 2028.

#### **Stage nine: What will happen if you fail to provide personal information?**

If you do not provide the information we need, we will not be able to provide the 'move-on' support service to you.

## Stage ten: Your rights

The law gives you specific rights over your information. These rights are:

- to be informed of our use of information about you;
- of access to information about you;
- rectify information about you that is inaccurate;
- to have your information erased (the 'right to be forgotten');
- to restrict how we use information about you;
- to move your information to a new service provider;
- to object to how we use information about you;
- not to have decisions made about you on the basis of automated decision making;
- to object to direct marketing; and,
- to complain about anything the Council does with your information

The Council have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk)

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)