

# Sponsor Refugees Privacy Policy

Sponsor Refugees has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

## Our contact details

Name: Sponsor Refugees (Citizens UK)

Address: 136 Cavell Street, London E1 2JA

Phone Number: 07931 580 102

E-mail: [communitysponsorship@citizensuk.org](mailto:communitysponsorship@citizensuk.org)

Website: <https://www.sponsorrefugees.org/>

Date of policy notice: 06/04/2021

## The type of personal information we collect

We currently collect and process the following information:

- Name, email address, date of birth, phone number, address
- ID documents i.e. passport, driving license, birth certificate, bank statements etc as required by the Government to conduct DBS checks. More info [here](#).

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you or by the group's Safeguarding Lead for one or more of the following reasons:

- Insurance
- Safeguarding
- DBS checks

We use the information that you have given us in order to ensure that you're covered by Citizens UK's public liability insurance and to run your DBS check.

Once your DBS check is processed, we will delete all ID Documents from our file.

We will not share your personal information with other members or organisations without your permission, unless we have an urgent safeguarding concern or are required to do so by law.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent.**

**You are able to remove your consent at any time. You can do this by contacting your group's Safeguarding Lead or Kimie Fregler at [kimie.fregler@citizensuk.org](mailto:kimie.fregler@citizensuk.org)**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a legitimate interest.**

## **How we store your personal information**

Your information is securely stored on Airtable. You can read Airtable's Privacy Policy [here](#).

We keep personal data for the duration of your official contract with the Home Office terminates. We will then dispose of your information by permanently deleting your data from Airtable and from computers used to manage the data.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [communitysponsorship@citizensuk.org](mailto:communitysponsorship@citizensuk.org) or 07931 580 102 if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [communitysponsorship@citizensuk.org](mailto:communitysponsorship@citizensuk.org)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>