

Privacy Notice - How Hull City Council use your information

The information that you provide is processed in accordance with the Data Protection Act 2018. The data controller for this information is Hull City Council.

The Refugee Integration Service (RIS) is a programme run by Hull City Council of individual support offered to new refugees age 16+ in Hull. The support helps individuals to access services such as housing, benefits, employment and English skills.

Our purpose for collecting your personal data is to provide you with a service - the Refugee Integration Service. For us to support you, we need to record some information about you - this is called personal data, and it is information that can be used to identify you. We will not collect any personal data from you that we do not need. We process personal information with your consent and to comply with our obligation to perform tasks as a public authority; which are carried out in the public interest.

We hold information about -

- Individuals who request a service from us;
- Third parties who have consent from individuals to act on their behalf;
- Professionals from other organisations ;
- Business owners;
- Staff

The types of information we collect and hold to ensure you can benefit from the service and that meets your needs in an appropriate way:

- Name
- Address and postcode
- Date of birth
- GP Practice
- NHS Number
- National Insurance Number
- Passport Number
- Biometric Data
- How you want us to contact you (such as your telephone number or email address) to keep in touch with you in the way you choose and prefer
- Details to help us make the service accessible to you: for example, the languages you speak, any access requirements you have, whether you have children
- Your choice of the type of support you want (such as advice about benefits, education/training, employment, health and wellbeing, or housing)

We will only share your personal information with third parties if this is required in the course of providing a service to you.

We may have to share your information with other organisations without your permission, if we are required to do so by law, for example to prevent the risk of harm to an individual, or if we think a serious crime is likely to happen. We will try to talk to you about this first, unless there is an emergency.

We will not give your information to marketing companies, and we will not sell it, pass it on to UK immigration enforcement agencies or give it out to members of the public.

Hull City Council will keep your information safe. We will enter your data onto our secure AIMS database and ensure that electronic information is accurate and kept up to date. Your data will only be seen and processed by Hull City Council staff whose job role it is to ensure we are handling your data correctly and in accordance with the law.

More details about how Hull City Council uses personal information can be found on our website [here](#).

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If you would like to enquire about how your personal information is processed by us or wish to complain please contact - Hull City Council, Data Protection Officer, Room 11, The Guildhall, HULL, HU1 2AA

You also have the right to complain to the regulator -
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Online enquiries - <https://ico.org.uk/global/contact-us/email/>

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