

We are a group of charity workers from the UK trying to help refugees fleeing the war in Ukraine (“Refugees”). We are volunteers from a number of charities or unaffiliated to a particular charity. We want to help by matching Refugees in need of a home with the many people in the UK that have volunteered to host Ukrainian refugees (“Hosts”).

This notice describes how we are trying to help and what we are and are not able to do for Refugees and Hosts, what information we need to collect and how we will use it.

## 1. **Terms**

- 1.1 When we refer to “we”/“us”/“our” below we mean the collective group of UK charity workers assisting Refugees in Poland.
- 1.2 We are trying to help Refugees and, in particular, match Refugees with Hosts and help them to make the journey to the UK. We are committed volunteers, but only volunteers. We are not responsible for vetting either the Hosts or the Refugees and cannot be responsible for any loss, damage or injury that results from our activities in respect of either Refugees or Hosts.
- 1.3 In particular, we make no express or implied representations, warranties or undertakings as to the completeness or accuracy of any information we provide to Refugees and Hosts. We also do not assume any responsibility to update or revise any such information whether as a result of new information, future events or otherwise, except to the extent required by law or regulation.
- 1.4 Both Refugees and Hosts are responsible for their own acts and omissions in relation to their dealings with one another.
- 1.5 We are not providing advice or any recommendation to Refugees and Hosts. Refugees and Hosts are required to inform themselves about and to observe all applicable legal or regulatory requirements.
- 1.6 We will do our best to help Refugees but, to the extent permissible by law we exclude any and all liability associated with the functions that we provide and the support offered to both Refugees and Hosts.

## 2. **Collecting and using information**

This notice describes:

- The information that we collect
- How we use the information we collect
- How we share information with third parties
- Keeping your information and information security
- Your choices and rights
- How to contact us and other important information

## **A. The information that we collect and where we get it from**

We will collect information related to Refugees when they provide that information directly to us. That will include the collection of data through any online forms that we use for that purpose.

We will collect personal information about Refugees including:

- Full name and previous names
- Contact details (e.g. phone number / email address)
- Date of birth
- Passport / other identification details
- Family details (which may include details of family members not with the Refugee and / or details of children)
- Medical conditions
- Details of previous employment and convictions.

We will collect personal information about Hosts (which shall include all people in the Host household) including:

- Full name and previous names
- Contact details (e.g. phone number / email address / postal address)
- Date of birth
- Passport / other identification details
- Details of accommodation offered and
- Family details

2 The information described above will be collected directly by us but may also be provided to us by other organisations such as governmental organisations and other charities.

## **B. How we use the information we collect**

We collect your personal information for the following purposes and may do the following with your personal information:

- use it to provide support and aid to Refugees
- match Refugees to potential Hosts
- respond to requests from governmental, non-governmental or charity organisations seeking to help Refugees
- submit visa applications to Refugees

- track and record appointments and travel arrangements for Refugees.

### 3 C. Grounds for using your personal information

Subject to applicable law and the purpose for which we collect your information, we rely on one or more of the following legal grounds to process your personal information, namely:

- **Consent** - we will ask your consent to use your personal information. You can withdraw your consent by contacting us (see below). Where you provide us with information related to other people you must ensure that you have their permission to give us their information or that you have the status of a parent or guardian of a child whose information you are providing to us
- **Vital interests** – we are able to use personal information where we believe that it is necessary in order to prevent or mitigate serious harm occurring to a person
- **Legitimate interests** - we may use your personal information for our legitimate interests or the legitimate interests of any other organisation that we give the information to
- **Compliance with law or regulation** - we may use your personal information as necessary to comply with applicable law/regulation

### 4 D. How we share information with third parties

We may share your personal information with:

- third party agents / suppliers or contractors that are supporting our charitable / relief work. This will only be to support the purposes described above;
- other charitable, non-governmental or governmental bodies that need to use the information to assist Refugees; or
- to the extent required by law, regulation or court order, for example, if we are under a duty to disclose your personal information in order to comply with any legal obligation.

### 5 E. Keeping your information and information security

How long we hold your personal information for will vary and will depend principally on:

- the purpose for which we are using your personal information – we will need to keep the information for as long as is necessary for the relevant purpose; and
- legal obligations – laws or regulation may set a minimum period for which we have to keep your personal information.

We will ensure that the personal information that we hold is subject to appropriate security measures.

### 6 F. Your choices and rights

You have a number of legal rights in relation to the personal information that we hold about you and you can exercise your rights by contacting us using the details set out below.

Depending on applicable law, these rights may include:

- obtaining information regarding the processing of your personal information and access to the personal information which we hold about you;
- requesting that we correct your personal information if it is inaccurate or incomplete;
- requesting that we erase your personal information in certain circumstances;
- objecting to, and requesting that we restrict, our processing of your personal information in certain circumstances;
- in some circumstances, receiving some personal information in a structured, commonly used and machine-readable format and / or requesting that we transmit that information to a third party where this is technically feasible;
- withdrawing your consent, although in certain circumstances it may be lawful for us to continue processing without your consent if we have another legitimate reason (other than consent) for doing so; or
- lodging a complaint with the relevant data protection authority, if you think that any of your rights have been infringed by us. As we are a group of UK charity workers operating in Poland you can either contact the UK Information Commissioner ([Home | ICO](#)) or the Polish Data Protection Authority ([Home Page - UODO](#)).

## **G. Contact us**

If you have any concerns about how we are handling your personal information you can contact us as follows: [gdpr@lovebristol.org](mailto:gdpr@lovebristol.org)

---