

Privacy notice - SASH hosts and host applicants

This privacy notice was last updated in July 2021.

Introduction

Our work depends on the commitment and hard work of our volunteer hosts, who give their time and share their home with the young people we support.

SASH is committed to keeping your information secure and processing it in accordance with our legal responsibilities under the UK GDPR and the Data Protection Act 2018.

This privacy notice applies to:

- people enquiring about hosting
- hosts and those applying to be hosts
- members of their household (such as a partner/spouse, family or others living at the address)
- regular visitors to the house such as a partner or close friend where SASH determines that e.g. a DBS is required

The way in which SASH collects and uses information about young people, SASH supporters, job applicants etc are not covered in this privacy notice but are available separately.

Who we are

Safe and Sound Homes (trading as SASH) is a registered charity (charity number 1054890) and a company limited by guarantee (company number 3179309).

SASH's registered address is 107-109 Walmgate, York YO1 9UA
Telephone 01904 652043 or email info@sash-uk.org.uk

SASH is registered with the Information Commissioner's Office under registration reference: Z956107X.

When we process information and our lawful basis for processing

When you enquire about hosting with SASH we process information about you in order to handle your enquiry.

When you apply to SASH to become a host, we process the information you provide in order to assess your suitability for the role.

If you become a host with SASH, we process information about you in order to make ongoing safety and monitoring checks, and to keep a record relating to the young people staying with you.

Under the UK GDPR our lawful bases for processing your information are: consent and legitimate interest.

Under UK GDPR some of the information we ask for and process is classed as 'special category data'. Specifically, this is information relating to:

- details of any criminal convictions
- details of any health conditions (where applicable)

Our lawful basis for processing this information is 'public interest' together with 'Safeguarding of children and individuals at risk' under the Data Protection Act 2018 (Schedule 1, Para 18).

What information we ask for and why

Host enquiries:

If you enquire contact about hosting we will record your name and contact details, how you made with us and the progress of your enquiry. If you apply to host with SASH we will ask for further information.

Hosts and host applicants:

The host application form asks for information about you and your partner (if applicable) including:

- name and previous names
- address and address history for past 5 years
- date of birth
- gender
- contact email and phone numbers
- details of home ownership
- details of occupation and occupation history
- details of your current / previous employment where applicable
- details of previous local authorities you have lived in
- details of previous activity as a foster carer or similar
- details of any involvement with safeguarding services
- details of referees
- information to support your application such as your experience, personal qualities, support networks or concerns regarding hosting
- whether anyone in the household is a smoker or vapes
- details of any criminal convictions
- details of any health conditions that may impact on your host role (where applicable) or that we may need to support you with

As your application progresses with SASH and you take part in our recruitment process and training, we will keep further records for example about home visits, health and safety checks, participation in training etc. We also ask for emergency contact details for supported lodgings hosts.

If your application is successful and you start hosting for SASH, we will keep records relating to your role as host such as regular health and safety checks or supervision. Also support sessions, practical issues, placement reviews etc relating to the young people that stay with you. We also carry out an annual DBS check.

We ask for details of your bank account in order to make payments to you. These are only stored on our online bank account.

Information about other people at the same address and regular visitors:

The host application form also asks for information about other people living at the same address or regular visitors. For example name and address, age and date of birth, email address. In some cases we also ask for sensitive data concerning any involvement with any safeguarding services, health condition(s) and criminal convictions.

The only check we routinely carry out for people living at the same address is the DBS check (for those 18 or older), and this is also sometimes required for regular visitors to the address depending on circumstances (for example a partner that does not live with the host). See below for who we share information with. We also carry out an annual DBS check.

If you are 18+ and we require any other kind of check such as a LA check or GP reference, we will contact you directly to discuss this.

Where we store your information and third-party processors

Your information is stored on SharePoint (a web-based platform for storing and sharing files within SASH) and on the SASH database (hosted by Salesforce and maintained by Real Systems).

We will send out regular emails informing you about SASH updates or events, either direct or through an email provider such as Mailchimp or Campaign Manager.

We also ask if possible that you register your email on our website to access the host 'member's area' so that you have easy access to SASH resources when you need them.

Who we will share your information with

- If you are applying to be a supported lodgings host, we will ask your GP for a reference, using the details you have provided. If you have disclosed a health condition that may impact upon your ability to be a Nightstop host, we may also ask your GP for a reference but will discuss this with you first.
- We will ask your Local Authority to check for any safeguarding concerns they may hold about you and your partner (if applicable) and any Local Authority where you have lived for the last 10 years (if this is before you turned 18, then only back to your 18th birthday).
- If you currently work with children, young people or vulnerable adults we will contact your current employer to ask about any safeguarding concerns about you whilst employed with them. If you have previously worked with children, young people or vulnerable adults we will contact your last relevant employer to ask this.
- We will submit your name and email address to First Advantage (formerly known as GBG) who are currently the umbrella organisation that process DBS applications on our behalf. They will email you direct to complete the DBS application. If the DBS discloses any information such as criminal convictions, we will be notified that this is the case, and ask you to share this with us from the DBS certificate you receive. We will record that the DBS has been completed and the outcome. If any convictions are recorded, we will keep a record of this and what decision was made about your suitability to host.
- We will share your name with the referees you provide in order to obtain your personal references.
- As part of our approval process for hosts, we will share information with our Host Approval Panel so that they can assess your application. Identifying information such as names and address will not be shared with the panel, but will include the qualities and experience you will bring to the role and any personal or practical considerations that are relevant. The panel will consist of at least one participating

host and/or service user alongside SASH staff. Any host/young person will have taken part in training and signed a confidentiality agreement specific to this role.

- Once approved as a host, we will share limited information with the organisation referring the young person, and the young person themselves, for example first names and address. This is in order for them to get to you for a Nightstop placement or a match meeting for supported lodgings.

We will never share your details with any individual or organisation not included above, unless legally obliged to do so, or where you have consented to this.

How long will SASH keep personal data for?

If you decide not to apply to host with SASH, details about you and your enquiry will be archived and kept securely for 3 years. After this time, any notes and contact details etc will be deleted a summary record kept for statistical purposes.

If you do not proceed with your host application, details about you and your application (plus any other people associated with it) will be archived and kept securely for 3 years. After this time, documents such as your application form will be deleted, and a summary record will be maintained in case of any future enquiry.

If you become a host for SASH, all records related to your role as host (plus those of other people associated with your application) and any young people that stayed with you will be kept indefinitely. This is in a requirement of our insurers.

Concerns or queries about how we use your data

You have the following rights in relation to your data:

Right to access – the right to request a copy of the information we hold about you. We will not charge you to provide you with this information.

Right to correct – the right to have your data rectified if it is inaccurate or incomplete. It may be more appropriate to record the correction alongside the historical information.

Right to erase – the right to request that we delete or remove your data from our systems.

The right to restrict use of your data or object to processing – the right to request that we limit the use of your data or stop processing your data.

Whilst these rights are not absolute, SASH will always act within the law as set down by the UK GDPR, the Data Protection Act 2018 as well as SASH policies. If we cannot comply with your request, we will tell you the reason why.

For general information about your rights see www.ico.org.uk/your-data-matters.

If you want to exercise your rights with respect to your data, or if you would like to know more about how SASH processes your data, please contact the Chief Executive in the first instance or ask for our Subject Access Request policy.

You have the right to make a complaint to the Information Commissioner's Office (ICO). See www.ico.org.uk/make-a-complaint for how to do this.

Written/Updated By

QCC

Approved By

Chief Executive

Date of Approval	July 2021	Review Period	12 months
Date of Last Review		Date of Next Review	July 2022