Data Protection Privacy Notice

Mary Ward Legal Centre processes personal data as part of its normal operational activities. Personal data is any information that can be identified to a specific, living individual and processing means collecting, holding or using that information. Mary Ward Legal Centre’s registered office is Queensway House, 275-285 High Street, Stratford, London E15 2TF.

Mary Ward Legal Centre’s Data Protection Officer is Beverley Campbell. Beverley can be contacted by email - dpo@marywardcentre.ac.uk.

The reasons for collecting this personal data are to enable us to meet our contractual obligations with our funders, where applicable to conduct casework on your behalf, and to monitor our service to make improvements. The legal basis for processing this personal data is to a) to fulfil our contract with you as a client, and b) to meet the legitimate needs of Mary Ward Legal Centre to monitor our services.

The information will be used for conducting casework, for fulfilling reporting, monitoring and audit requirements to our funders, and to request feedback from you about the service you received. We will keep all the data for 7 years from the date your case is closed. After 7 years we will only retain sufficient data to enable the legal centre to comply with regulations on client conflict searches.

This personal data will only be shared with the relevant funders and with third parties to your case. We may share this data with third parties to your case to enable us to act on your behalf and we will ask you to sign an authority to act consent form, where this applies. We may also share data with other third parties to enable them to act on your behalf, for example if we use an external barrister. The reason we share data with funders is because we are required by our funders to collect and report this data and some funders require the case files to be audited.

We will not share it with anyone for the purpose of sales or marketing without obtaining your consent to do so. We will insist that any organisation with whom we share your data will also meet this commitment.

Under UK legislation there are a number of principles that apply to all types of personal data. The individual, to whom the data refers, also has a number of rights concerning their data. More information about both of these things can be found in our Data and Records Management Policy on our web-site at [www.marywardlegal.org.uk/general-data-protection-regulation-gdpr/](http://www.marywardlegal.org.uk/general-data-protection-regulation-gdpr/)

If you are not satisfied that your personal data is being processed properly, and Mary Ward Legal Centre has been unable to deal with your complaint satisfactorily, then you have the right to raise your concern with the Information Commissioner’s Office (ICO). More information about how you can do this is available at the ICO’s web-site www.ico.org.uk.