Data Protection Privacy Notice – Pro Bono Clients

The 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. The Legal Centre’s registered office is Queensway House, 275-285 High Street, Stratford, London E15 2TF.

The Legal Centre’s Data Protection Officer is Beverley Campbell. Beverley can be contacted by email - [dpo@marywardcentre.ac.uk](mailto:dpo@marywardcentre.ac.uk).

The reasons for collecting this personal data are to enable us to meet our contractual obligations with our funders, to monitor our service to make improvements, and, where applicable, to act on your behalf. This means the legal basis for processing this personal data is 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 based on client need.

The information will be used for contacting third parties to your case, where applicable and to gather demographic data to apply for funding, and to report to funders. We will keep all the data for 7 years from the date your advice matter 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, where applicable, and 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 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 the 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.