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 and, where applicable, to refer you to external services. The legal basis for processing this personal data is a) to fulfil our contract with you, and b) to meet the legitimate needs of the Legal Centre regarding our contractual obligations with funders. The information will be used for fulfilling reporting, monitoring and audit requirements to our funders, and, where applicable to refer you to an external service. We will keep all the data for 7 years from the date you contacted us about this matter. 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, where applicable, the organisation to which you have been referred. The reason we share data with funders is because we are required to do so as part of our contract with them. We may share this personal data with the organisation to which you have been referred because we are required to as part of the referral arrangement with that organisation.

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](http://www.ico.org.uk).