

## Privacy Notice

Islington Legal Advice Centre (ILAC) has to keep certain personal data about you in order to advise you. ILAC takes the security of your data very seriously. For the purpose of data protection legislation, ILAC is a data controller, which means we have to explain to you how and why we keep the data.

### Why do we hold your personal data?

We hold data about you for the purposes of giving you advice. The legal basis for processing your personal data is that we have a legitimate interest in holding the data to advise you and help you with your case. When we hold “sensitive” data, such as medical data, or information about race or sexual orientation, we do so because you have agreed to us holding it, either because you have given it to us, or you have asked someone else to give it to us.

### How do we collect your personal data?

We collect data mostly from you, but sometimes we will receive it from someone else if you ask them to give us that data, or if we write and ask with your consent. We will not ask anyone for personal data about you without discussing with you first.

### Who do we disclose your personal data to?

Data is generally just kept between you and us. However, we may tell another person, such as the court or someone involved in your case, but we will always explain this to you first.

### How long will we store your personal data?

Generally, we hold onto your data for seven years after we stop advising you about the case. This is because we sometimes find that you may want to ask us about the problem, or what we have done, some time after we have stopped advising you.

### What rights do you have?

You have the right to write to us to ask us to:

- Give you a copy of the personal data we hold about you;
- Have the data changed, if it is inaccurate;
- Have the data erased if it is no longer necessary; or
- Restrict or object to the processing of your data.

You can also complain to the Information Commissioners Office if you believe your data is being processed unlawfully using the following details:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 or 01625 545 745 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

More information with regard to your rights can be found on [the Information Commissioner's Office's website](#).