Exceptional Case Funding Applications (Shearman)

Privacy Policy (January 2023)

**Our contact details**

Contact: Your caseworker

Address: The Dovecote, Nightingale Avenue, Oxford, OX4 7BU

Phone Number: 01865 528658

E-mail: casework@togethermigrantchildren.org.uk

**The type of personal information we collect**

When helping you with your Exceptional Case Funding Application, we collect and process the following information about you and each member of your family:

* your name and date of birth.
* The names and dates of birth of your children, partner and any other dependents.
* your contact details (such as mobile telephone number, email address, and current residential address).
* the countries and places where you have lived in the past, including your address history for the last few years.
* your education and background.
* your medical history and current medical conditions.
* your immigration history and your immigration status.
* your financial position, including details of money you have received during the last 3 months.
* information in the bank statements you provide to us.
* information in the identification documents you provide to us, such as birth certificates and passports.
* information in the letters and documents you provide to us, such as:
	+ your correspondence with the Home Office, the Legal Aid Agency, local authorities, banks, landlords, schools, and doctors.
	+ your past applications to the Home Office and the Legal Aid Agency.
* any other information you provide to us when discussing the application with your Together with Migrant Children caseworker or ECF project volunteers.

**How we get the personal information and why we have it**

Most of the information we process about you and your family is provided to us directly by you and your family. In the ECF project, you will work with volunteers from Shearman who provide support to us on the project.

We also receive information about you and your family from the following sources:

* the law firm Shearman & Sterling (London) LLP – this might occur where you provide them with additional information while they are helping you with your Exceptional Case Funding Application.
* The Home Office – If we make a request for your records with your separate permission.
* The Legal Aid Agency – When we process the application for Exceptional Case Funding (ECF) on your behalf.

We use the information about you and your family to help you with your Exceptional Case Funding Application.

We also share information about you and your family with:

* the law firm Shearman & Sterling (London) LLP so that they can help you with your Exceptional Case Funding Application
* The Legal Aid Agency – When we process the application for Exceptional Case Funding (ECF) on your behalf.
* the suppliers that provide us with our online systems so that we are able to communicate with you by email and to store this information digitally (but these suppliers are not permitted to use this information for their own purposes)

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

**(a) Your consent – we will ask you to give consent on behalf of yourself and on behalf of each member of your family who is too young to understand their rights. You are able to remove your and their consent at any time. You can do this by contacting your caseworker or Nick Watts on 01865 528 658** casework@togethermigrantchildren.org.uk**. You will also receive a client care letter which outlines what you can do with your information more broadly.**

**(b) The consent of each member of your family who is old enough to understand their rights – we will ask each of them to give their consent. They are able to remove their consent at any time. They can do this by contacting their caseworker or Nick Watts on 01865 528 658** casework@togethermigrantchildren.org.uk**.**

**How we store your personal information**

We securely store the information we hold about you and your family.

We keep this information until 1 year after your Exceptional Case Funding Application has concluded and your case placed with a legal aid solicitor, or 1 year following an unsuccessful application, or has otherwise been withdrawn. We will then dispose of this information by deleting it from our computer systems and securely shredding any paper information.

If you are accessing other projects within Together with Migrant Children, we will explain those data rights in a separate privacy notice.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at casework@togethermigrantchildren.org.uk or 01865 528 658 if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us. You can do this

**By email:** trustees@togethermigrantchildren.org.uk
**By post:** Attention: Chair of Trustees, Together with Migrant Children, The Dovecote, Nightingale Avenue, Oxford, OX4 7BU.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>