



What does this sign mean?

This is the padlock sign. If you see this sign on documents it means we are going to keep any information you give.

How to get more information

You can get more information about your rights from the Information commissioner's website -

www.informationcommissioner.gov.uk

Or you can e-mail our Information Manager

information.manager@ilf.org.uk

What to do if you are not happy?

If you are not happy with the way the ILF has dealt with a request please contact your case worker. If you are still not happy after you have spoken to your case worker or you would like to ask us to carry out an internal review because you are not happy about the way we process your personal information, please contact our Complaints and Review Manager.

Other formats

We can provide this leaflet in different formats, please contact our Public Communications Managers for more details.

How to get in touch with us:

Telephone 0845 601 8815
or
0115 9450700



Textphone 0845 601 8816

Fax 0115 945 0944
0115 945 0945
0115 945 0946

Address PO Box 7525
Nottingham
NG2 4ZT



E-Mail funds@ilf.org.uk

Website www.ilf.org.uk

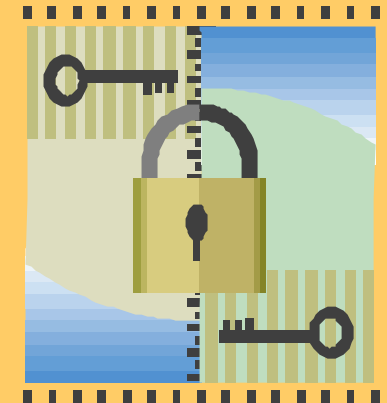


This leaflet is not legal advice, and although it does not deal with your specific situation, it does set out your general obligations to the ILF. Any figures or references to documents are correct at the time of issuing. The ILF reserves the right to update this leaflet from time to time.

BD21—Issue 3— April 2008

Leaflet 21

Data Protection



This leaflet explains how the Data Protection Act 1998 affects the information we keep about you



**Independent
Living Funds**

Creating Choice for Disabled People

The information the ILF hold about you

When you applied to the ILF, we needed to know lots about you, your partner and your disability. You told us your date of birth, your National Insurance number and where you live. When our assessor visited you, they asked you more questions and wrote down much more information. You also told us about the services and benefits you receive and your financial situation.

Before you started to get your ILF money, we asked for details about your bank account. We also asked for information about who was going to provide care to you. This is all personal information about you.

The Data Protection Act principles

Because the ILF has your personal information we have to work within the Data Protection Act 1998. The act tells us how we must collect and use your information.

The act says we must -

- collect and deal with your information in a fair way
- only use your information for proper purposes
- make sure the information is accurate
- keep the information up to date
- only keep your information for as long as we need it and keep your information safe

Can I see the information the ILF holds about me (my personal data)?

Yes, except in a few circumstances, you can see personal information we hold about you. However, you cannot see anybody else's personal information. If you would like a copy of your personal information please write to us telling us who you are and what you would like to see. We will send you the information you asked for within 40 days unless we are not allowed to do so under the act. We will also tell you if we give your information to anybody else.

Is the information correct?

The ILF try and keep your information up to date. We rely on you telling us about any change in your life, such as where you live or changes in your finances. We will always update your file with any new information we get. If you think the information we hold about you is wrong, please write to us explaining why and ask us to change it. We will contact you within 21 days to let you know what we have done.

Will you tell other people about me?

Yes. The ILF share your information with the Department for Work and Pensions (DWP) because we need to check what benefits you receive. We also share your information with Local Authorities (and any agents acting on their behalf) so that the ILF and Local Authority can give you the support you need.

What does the ILF use my personal data for?

We use your data for the following things—

- We use it to help us make sure that you get the right amount of money.
- We use it to make sure you use the money the ILF give in the proper way.
- We use it to help prevent us paying you money you should not have and if we do, to help get it back from you.
- We use it to help us understand your disability.
- We use it to help us do research, but we do not reveal your name so nobody knows who the information came from or who it is about.

Do you have to have my consent to disclose my personal data?

The ILF do need your permission in some cases but there are some things we use your personal information for that are allowed under the act whether you give your permission or not. For example, we need to check with the Department for Work and Pensions (DWP) that you still get the benefits you told us about. We need to do this because we have to make sure we are giving the right amount of money to the right person. When we need your permission, we will ask you and explain why we need it.