Associate members – privacy and data protection policy

This document is issued by Prisoners' Education Trust (PET), the founding organisation, secretariat and legal entity of the PLA. Together with the accompanying statements in the membership application form, this document outlines how PET will use and store the different pieces of information you supply to us on application, and for what purpose.

By submitting an application for associate membership, you are giving your consent that all the information you submit as outlined below may be used for the purposes described.

1) Communicating with you as a member

The following information requested is necessary in order for PET to administer your membership and communicate with you as a member. This information will not be shared beyond PET except under specific circumstances outlined later in this Policy:

▫ Full name

▫ Email

As a member you will receive a quarterly update. As well as this you will receive ad-hoc communications regarding on-going pieces of work, events and requests for information. If you are on a Task and Finish Group you will receive communications about these activities.

2) Analysis of members

The following information you submit will be used by the secretariat and steering committee to compile aggregated statistics about the characteristics of PLA members. These will be used to take decisions regarding the PLA's membership, objectives or the services it provides for its members, or to support funding applications:

▫ Employment status

▫ Job role category

▫ Your interest in associate membership, and what you hope to gain from membership

▫ Country and/or region (optional)

▫ How you heard about the PLA

If any of these statistics are shared publicly in PLA media or funding applications, individual members will not be identifiable. Regarding your interest in associate membership, and what you hope to gain from membership (response to Question 5, any information which might identify you will be redacted, or specific written consent obtained before an identifiable statement is used.

3) How PET will store your information

▫ All of the information submitted via the membership form will be stored on PET's password-protected servers, and on secure servers managed by PET's website (Ave).

▫ Once your application is submitted to PET, PET will copy all of this data from the web developer's servers to PET's servers. On a monthly basis, PET will then delete any copies of data remaining on the web developer's servers that have been kept there for longer than one month.

▫ In the event that you wish to cancel your associate membership, you will be removed from any mailing lists. Any identifiable data you provide will be retained by PET for one year after your membership cancellation date, after which it will be securely deleted.

▫ During this one-year retention period and beyond, PET will continue to use aggregated statistics about PLA members, compiled using the data outlined in Section 4. Any information which might identify you as a member will be removed, or specific written consent obtained before an identifiable statement is used.

This policy was last updated: April 2019