

## **Lived experience privacy and data 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 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 (as someone with personal lived experience of prison), you are giving your consent that all pieces of information you submit as outlined below may be used for the purposes described.

### **1) Communicating with you as a member**

The following information you submit 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) Approving your membership**

The following pieces of information you submit will be used to consider your application.

- Your interest in the benefits of full membership, as someone with personal lived experience of prison
- Employment status
- Job role category
- Your interest in associate membership, and what you hope to gain from membership. The secretariat will then use the contact details provided to inform you of the decision, to welcome you as a member and to grant you full membership rights (and explain what these are).

### **3) 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 publically 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 8), any information which might identify you will be redacted, or specific written consent obtained before an identifiable statement is used.

#### **4) Individual membership of the European Prison Education Association (EPEA)**

If you indicate that you would like membership of the EPEA, the following information you submit will be shared by PET with the EPEA, in order to administer an individual EPEA membership for the designated member representative:

- Name
- Email address

This information will be shared, stored and used as follows:

- The EPEA will use the PLA representative's email address to send a monthly EPEA e-newsletter, a bi-annual EPEA magazine and information about events and other opportunities regarding prison education.
- The data is stored in a password-protected database where access is limited to EPEA steering committee members.
- The information provided will not be shared publicly, although the member representative's name and job title may be shared with other EPEA members.
- If an organisation's PLA membership is cancelled, the individual EPEA membership for the PLA representative will also be cancelled. The EPEA will retain the data listed above under Section 5 for one year from the date of cancellation of membership, at which point this data will be deleted.
- Any questions regarding data protection as a member of the EPEA should be directed to [chair@epea.org](mailto:chair@epea.org).

#### **5) 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 developer (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 securely 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.

#### **Personal lived experience of prison**

We welcome applications from people with personal lived experience of prison. The PLA has purposely stated in its objectives to promote the voices of current and former prisoners and prisoner learners, and to involve them meaningfully in its activities.

Where you have notified us about having lived experience of prison, this information will not be used outside of the contexts of approving your membership, and allowing you to exercise your full membership rights (including the right to stand for election to the steering committee, and vote in elections).

This information will not be shared beyond the steering committee without your consent, except in the form of aggregated statistics about the PLA membership, where you will not be identifiable.

This policy was last updated: April 2019