

Full members - 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 purposes.

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

1) Listing your organisation as a member

Your organisation's name and a link to its website will be listed publicly on the PLA's webpages.

2) Approving your membership

The following pieces of information you submit will be used to consider your organisation's application, and will be shared by PET with the PLA Chair and steering committee for this purpose. Before a steering committee has been formed, PET will share this information with the Chair and the PLA next steps task and finish group, as detailed in the PLA Terms of Reference:

- Organisation name
- Organisation's website
- Organisation type
- Charity number (if applicable)
- Company number (if applicable)
- What area(s) of work your organisation is involved in
- Organisation's primary field of work
- People your organisation works with
- Where your organisation's service is delivered
- Whether your organisation works in custody and/or the community
- Reasons why your organisation wants to join PLA

Once a decision is made, the secretariat will contact the named member's representative, using the contact details provided, to inform them of this and welcome your organisation as a PLA member.

3) Communicating with you as a member

The following information you provide regarding your organisation's member representative will be used by the secretariat to communicate with them in that capacity. The email address and telephone number provided will not be shared with the steering committee, wider membership or the public without the representative's permission.

- Full Name
- Job Title
- Email
- Direct telephone number (office hours)

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.

4) 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:

- Organisation name
- Organisation type
- Charity Number (if applicable)
- Company Number (if applicable)
- What area(s) of work your organisation is involved in
- Organisation's primary field of work
- People your organisation works with
- Where your organisation's service is delivered
- Whether your organisation works in custody and/or the community
- How you heard about the PLA
- Organisation's stated income bracket
- Job title of member's representative

If any of these aggregated statistics are shared publicly in PLA media or funding applications, individual members will not be identifiable.

5) 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:

- Organisation name
- Where your organisation's service is delivered
- Name of member's representative for your organisation
- Job title of member's representative for your organisation
- Email address of member's representative for your organisation

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.

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 membership, your organisation and designated member representative will be removed from any mailing lists and social network groups associated with the PLA. 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 your organisation or member representative will be removed, or specific written consent obtained before an identifiable statement is used.

This policy was last updated: April 2019