

## Privacy Policy

This document is issued by the Prisoners' Education Trust (PET), the founding organisation, secretariat and legal entity of the Prisoner Learning Alliance (PLA).

It outlines how the PLA will use and store the information you supply to us in your application for membership, and for what purpose.

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

### 1. Approving your membership

#### a. If you are applying as an individual

If you are applying as an individual, the following information you supply will be used to consider your application:

- Your experience of, or expertise in, prison education

The PLA will then use the contact details you have supplied to inform you of our decision. If your application has been approved, we will also welcome you as a PLA member.

#### b. If you are applying as an organisation

If you are applying as an organisation, the following information you supply will be shared with the PLA Chair and Steering Committee to consider your application:

- 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

The PLA will then use the contact details of your organisation's nominated representative, which you supply, to inform them of our decision. If your application has been approved, we will also welcome your organisation as a PLA member.

At this point, we will list your organisation's name on the PLA website, with a link to your organisation's website.

## **2. Communicating with you as a member**

### **a. If you are an individual**

The following information you supply will be used by the PLA to administer your membership and communicate with you.

- Name (first name and last name)
- Email

As a member, you will receive a monthly update, as well as ad-hoc communications regarding on-going pieces of work, events and requests for information. If you are also a member of a working group you will receive communications about these activities.

### **b. If you are an organisation's nominated representative**

If you are an organisation's nominated representative, we may use this additional information to communicate with you in that capacity:

- Job title
- Direct telephone number (office hours)

## **3. How we use your data**

The following information you supply will be used by the PLA 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:

### **a. If you are an individual**

If you are an individual, this information will be:

- Employment status
- Job role category
- Your experience of, or expertise in, prison education
- Country and/or region (optional)
- How you heard about the PLA

### **b. If you are an organisation**

If you are an organisation, this information will be:

- 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.

#### **4. Storing your information**

- The information you supply to us via the membership application form will not be shared beyond the PLA except under the specific circumstances outlined in this section.
- The information you supply via the membership application form will be stored on our web developer's (Ave) secure servers, then copied and stored on the PLA's password-protected servers.
- On a monthly basis the PLA will delete, from the web developer's server, any data relating to unsuccessful applications. The PLA will keep a record of your unsuccessful application on the PLA's own password-protected servers for six months.
- On a six-monthly basis the PLA will delete, from the web developer's server, any copies of data relating to successful applications.
- In the event that you wish to cancel your membership, you will be removed from any mailing lists. Any identifiable data you provide will be retained by the PLA for one year after your membership cancellation date, after which it will be securely deleted.
- During this one-year retention period and beyond, the PLA will continue to use aggregated statistics about PLA members, compiled using the data outlined in Section 3. Any information which might identify you as a member will be removed, or specific written consent obtained before an identifiable statement is used.

#### **5. Individual members with 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: July 2022