

Prison Governors' Association Data Protection Statement

The Prison Governors' Association (PGA) needs to gather and use certain information about individuals. This statement summarizes how this personal data will be collected, handled and stored to meet the PGA data protection standards, and comply with the law.

We will:

1. Collect individuals' data to enable us to provide them with the best possible service; to improve the quality of existing services; to enable the development of new services to meet individuals' needs.
2. Individuals' data will be obtained, processed and stored in accordance with the requirements of the Data Protection Act 1998
3. Provide individuals with the opportunity to review what data is held relating to them.
4. Not share individuals' data with third parties without the individuals' consent unless required to do so by law.

Subject Access Requests

All individuals who are the subject of personal data held by the Prison Governors' Association are entitled to:

- Ask what information the PGA holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the PGA is meeting its data protection obligations.

If an individual contacts the PGA requesting this information, this is called a subject access request. Such requests should be by mail or email, addressed to the Office Manager. Individuals will not be charged for their subject access request. The Office Manager will aim to provide the relevant data within 14 days. The Office Manager will always verify the identity of anyone making a subject access request before handing over any information.

Approved by the Executive Committee:



Date:

23.05.18

