

Prison Radio Association – Privacy Notice (Programme Contributors)

National Prison Radio (**NPR**) is run by the Prison Radio Association (**PRA**) charity.

If you work with us, this Privacy Notice explains how we use your personal information, and what rights you have.

If we record your voice or performance, we will ask you to sign a separate consent form covering your work.



This Privacy Notice will take about 10-15 minutes to read.

We may change how we work or use your personal information, and update this notice at any time. We will tell you about important changes.

If you have any questions, please speak to your production contact or Abbey Darling, Data Protection Lead.



Prison Radio Association is responsible for your information

PRA is the data controller of your personal information.

This means we are responsible for deciding how to use your personal information, and treating it carefully.



What information do we collect, and why do we use it?

We collect personal information about you. This might include sensitive information or criminal information.

Sensitive information includes information about your: health, ethnicity or race.

The law doesn't include gender identity as sensitive, but PRA treats this information with special care.

Criminal information means information about your criminal convictions or cases.

Criminal information from you

You may share information about your criminal conviction(s) if it is relevant for a programme.

You can change your mind and ask us not to use your criminal conviction information in a programme anymore, and we'll do our best to remove it.

To protect your identity, we might only use your first initial or a different name, or we may adjust your voice's pitch. If you're concerned about protecting your identity in a programme, let us know and we'll discuss it with you.

What PRA does	What information we collect	How we use your information	Why we are allowed to use it
Speaking with you or writing to you	<ul style="list-style-type: none"> • Full name • Birth date • Address • Any other information you share with us 	<ul style="list-style-type: none"> • to collect application forms • to speak with you (in person or on the phone) and write to you • to conduct interviews with you 	<ul style="list-style-type: none"> • to run PRA and the NPR programme • to enter into an agreement with you
Safeguarding	<ul style="list-style-type: none"> • Full name • Criminal conviction information • Information about your work with us 	<ul style="list-style-type: none"> • to check if there are any safeguarding concerns • to check and update NOMIS 	<ul style="list-style-type: none"> • to comply with applicable law and regulatory requirements
Producing programmes	<ul style="list-style-type: none"> • Full name • Birth date • Address • Your story, or what you talk to us about 	<ul style="list-style-type: none"> • to enter into agreement(s) with you • to produce programmes for NPR (like radio projects or interviews), or podcasts • to correspond and work with prisons • to comply with regulators or auditors, including sharing personal information 	<ul style="list-style-type: none"> • we have an agreement with you • to comply with applicable law and regulatory requirements

What PRA does	What information we collect	How we use your information	Why we are allowed to use it
Producing programmes – sensitive & criminal information	<ul style="list-style-type: none"> • Sensitive information (for example, when speaking about your own mental health) • Criminal conviction information (for example, circumstances that led to your conviction in a programme about restorative justice) 	<ul style="list-style-type: none"> • If you share this information with us as part of a programme, we may use it in the programme. 	<ul style="list-style-type: none"> • Your explicit consent to legally sensitive information • to comply with applicable law and regulatory requirements
Evaluations	<ul style="list-style-type: none"> • Full name • Race/Ethnicity 	<ul style="list-style-type: none"> • to run evaluation surveys, and assess survey results • to track how diverse our work and programmes are 	<ul style="list-style-type: none"> • improving PRA' services and programmes, including National Prison Radio • improving PRA's diversity and inclusion



Will your personal information be shared?

Is your information shared:

in prisons? **Yes, across the UK.** Our programmes are normally only broadcast on National Prison Radio (in prisons across all of the UK).

outside of the EEA? **Only if we inform you and you agree in advance.** We won't normally share your information outside of the EEA and we will always get your explicit consent in advance. Please note that if as part of your work, your voice is included in content that is posted on public podcasting platforms, these will be accessible internationally.

outside of prisons? **Only if you are not currently in prison and if you agree in advance.** We'll ask in advance if you agree (or not) for your information to be shared outside of National Prison Radio – for example, on a public podcast or broadcast.

any other times? **Only if PRA is required to share it for safeguarding.** We won't normally share your information externally, but we might have to for safeguarding purposes or with auditors. We will do our best to remove data that could identify you (like your name or prisoner number) before sharing.



How long do we keep your information?

We will keep your personal information for:

- as long as we need it for the original reasons we collected it;

Our reasons for collecting your information include producing programmes (like radio projects or podcasts), and meeting our legal, accounting and reporting requirements.

and

- for a further six years after working with us (e.g. in case we need to bring or defend any legal claims).

After this, we will securely delete your personal information.



Your rights over your personal information

In certain circumstances, you may have the right to:

- find out what information we hold about you.
- ask us to provide you with a **copy** of your information.
- ask us to **correct or make changes** to your information. Please let us know if your personal information is out of date or inaccurate.
- ask us to **limit our use of, stop using or delete** your information (for example, if there is no good reason for us to have it anymore).
- ask us to **move** your information to a third party.
- change your mind about us holding your information (or sending you marketing).

Are these rights always available, or sometimes limited?

These rights may *not* always apply, and there might be exceptions.

If a right doesn't apply, or only applies to some of your information or some of the things we do with it, we'll let you know as part of our reply to you.

We may refuse to comply with your request if it is clearly unfounded or excessive (for example, multiple requests for copies of the same information).

Exercising your rights

If you would like to exercise any of these rights over your information, you can speak with the PRA team in your prison or write to us at:

Prison Radio Association
HMP Brixton
London
SW2 5XF

Our Data Protection Lead is Abbey Darling. You can email them at: abbey@prison.radio.

If you have any concerns, you have the right to complain to the Information Commissioner's Office (**ICO**). You can visit their website at www.ico.org.uk or call them at 0303 123 1113.

