

# PRISONERS' ADVICE SERVICE

THE INDEPENDENT LEGAL CHARITY PROVIDING INFORMATION AND REPRESENTATION TO PRISONERS

JUSTICE BEHIND BARS

## Website Privacy Notice

Our policy is to protect your privacy when using our website, and is outlined below:

### **1/ How we use your personal information**

When you visit our website, we automatically log your IP address and information about your visit, such as the time, the pages viewed, and the browser used. IP addresses are deleted after three months, while the remaining data is collected anonymously and does not identify you as an individual. Statistics are compiled using this information, enabling us to monitor use of the site.

Cookies (cookies are automated tools which enable websites to identify and track individual visitors). Our website uses cookies to provide us with anonymous analytical information. No personal data are recorded. The Information Commissioner's Office (ICO) website provides more information about cookies. The ICO site also tells you how to remove cookies from your browser.

### **2/ We safeguard any information that you provide to us**

If you choose to contact us, we will handle any personal data that you provide to us as follows:

- Your data will be used for the service(s) you have requested.
- If you are a private individual, we may send you further information about our activities, events, news and occasional appeals, but only if we have legitimately obtained your details in the course of providing service(s) to you. Otherwise, we will obtain your explicit consent first.
- Your personal information will be held securely and will be safeguarded against unauthorised use, disclosure, alteration or destruction.
- We will not disclose your details to third parties for marketing purposes.

### **3/ You can opt out or update your details at any time**

You can opt out of any of our distribution lists, or correct your details, at any time. This applies whether you are a private individual or a member of an organisation. Contact details are given under the Contact Us tab on the home page. All of our e-distribution communications contain a link to unsubscribe from our mailing list.

### **4/ We are not responsible for other sites to which ours is linked**

This privacy policy does not cover the links within this website linking to other sites. PAS is not responsible for the content of such sites.

Prisoners' Advice Service is a registered charity (No: 1054495) and is a company limited by guarantee (No: 3180659).