

**MEMBERSHIP APPLICATION / RENEWAL 2019/20**

|  |  |
| --- | --- |
| Your name \* |  |
| Applying as \* | Individual On behalf of organisation below |
| Organisation name |  |
| Email address \* |  |
| Postal address \* |  |
| Occupation \* |  |
| Accept agreement \* | I am/We are in general sympathy with the objects of The Association of Prison Lawyers and wish to become a member of The Association of Prison Lawyers |
| Professional activity: I am/We are: \* | a lawyer  legal worker  apprentice lawyer  other person substantially engaged in prison law |
| Compliance with Articles of Association \* | I/We satisfy (in the case of an individual) article 5 of the Articles of Association or (in the case of an organisation) Article 6 of the Articles of Association |
| Fees | Fees payable are shown on the next page. |
| Fees \* | I/We agree to pay the membership fees in accordance with membership categories |
| Acceptance of APL rules and bye laws \* | I/We agree to be bound by the Constitution of the Association of Prison Lawyers and by any Rules and Bye laws made under Constitution. |
| Comments: |  |
| Signed:  Date: |  |

Fields marked \* must be completed. For New Membership applications please complete sponsor details on the next page. Existing Members applying for renewal are not required to complete this section.

**Data protection:**

**By giving us your details, you consent to the use of any data you provide for the purpose of registering with The Association of Prison Lawyers and communication about information, training and membership notifications. This includes meeting regulatory requirements.**

**Your details will not be sold or used by any third party. Our Data Protection Policy is attached to this form.**

**Please tick the box below to give your consent and confirm that you are over 18 years old.**

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**APL Scale of Membership Fees – 2019 / 2020**

|  |  |
| --- | --- |
| Individual Members: | £  50.00 |
| Law Firms/Organisations of up to 5 Members: | £  90.00 |
| Law Firms/Organisations of over 5 Members: | £130.00 |

* **Please note that Members of Chambers must apply for Individual Membership.**
* **Firm Membership entitles all fee earners access to the Member Site and the benefits of reduced prices for training events and seminars held by the APL and Member organisations.**

**Sponsor Details:**

**Name and address of a sponsor who is already a member of the APL**

|  |  |  |
| --- | --- | --- |
| Name: | | |
| Address: | | |
| Tel: |  | Email: |

***NOTE: Where you can provide the name of no sponsor within the APL, please contact John Turner (JohnTurner@kyleslegal.co.uk) to discuss your application.***

***Current Members renewing their Membership do not need to provide sponsor details.***

*Please return completed forms along with the required payment to:*

The Administrator - The Association of Prison Lawyers

46 Hatherleigh Road, St.Thomas, Exeter, Devon. EX2 9LD

**Cheques to be made payable to: The Association of Prison Lawyers**

**BACS Payment :**

**Account Name: The Association of Prison Lawyers**

**Bank: Lloyds TSB**

**Account No: 00640004**

**Sort Code: 30-00-09**

**DATA PROTECTION POLICY The Association of Prison Lawyers**

Our data protection policy sets out our commitment to protecting personal data and how we

Implement that commitment with regards to the collection and use of personal data.

**We are committed to:**

1. Ensuring that we comply with the eight data protection principles, as listed below
2. Meeting our legal obligations as laid down by the Data Protection Act 1998
3. Ensuring that data is collected and used fairly and lawfully
4. Processing personal data only in order to meet our operational needs or fulfil legal requirements
5. Taking steps to ensure that personal data is up to date and accurate
6. Establishing appropriate retention periods for personal data
7. Ensuring that data subjects' rights can be appropriately exercised
8. Providing adequate security measures to protect personal data
9. Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
10. Ensuring that all officers are made aware of good practice in data protection
11. Providing adequate training for the nominated officer responsible for personal data
12. Ensuring that everyone handling personal data knows where to find further guidance
13. Ensuring that queries about data protection, internal and external to the association, are dealt with effectively and promptly
14. Regularly reviewing data protection procedures and guidelines within the association

**Data protection principles**

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data