



# ZWIĄZEK HARCERSTWA POLSKIEGO

## ZARZĄD OKRĘGU w WIELKIEJ BRYTANII

### POLISH SCOUTING ASSOCIATION (UK Region) Ltd.

Registered in England and Wales No.: 08352009,  
Registered Charity England and Wales: 1155288, Scotland: SC045348  
Registered Office: 23-31 Beavor Lane, London W6 9AR

## Privacy notice: Alumni, friends, former parents and supporters

This notice specifically relates to personal data processed by the Polish Scouting Association (UK Region) in its development work to build a more vibrant, engaged community. Our alumni, former parents, friends and supporters are extremely important to us, and this Privacy Notice explains how we collect, store, manage and protect your data. It outlines the types of data that we hold and how we use them to provide services to you. We aim to be clear when we collect your personal information, and not do anything you would not reasonably expect. This notice is in line with the General Data Protection Regulation (the GDPR) and works in accordance with the Polish Scouting Association (UK Region's) Data Protection Policy.

### What information we collect and hold

Personal data held may include:

- Biographical information including your name, gender and date of birth
- Your contact details and communication preferences
- Your achievements and posts in Polish scouting
- Your professional activities and employment
- Information you have publicly shared on social media
- Your volunteering activity for the Polish Scouting Association (UK Region) and its affiliates internationally including alumni volunteering
- Your family and partner/spousal details
- Your donation history and ability to donate based on publicly available data
- Records of communications and interactions we have had with you
- Your attendance at Polish Scouting Association (UK Region) events

Most information that we hold will have been obtained directly from you, with some from publicly available sources. We may use additional information such as geographical information and measures of affluence, where publicly available from external sources, to ensure that our communications are relevant to you and your interests. This also enables us to improve our knowledge of our supporters and to make requests for support, including financial support, appropriate. Depending on your privacy settings and interaction with us on social media sites like LinkedIn, Facebook and Twitter, we may also cross-check your data to ensure that it is robust and up to date.

We may use photographs, videos and voice recordings of you (e.g. from events you attend) for the Polish Scouting Association (UK Region)'s website and social media sites or to advertise and promote our aims. This includes use by Okręg ZHP we Wielkiej Brytanii (Polish Scouting Association (UK Region) and ZHP



(działający poza granicami Kraju (Polish Scouting Association (International) Charity No. 292231) If you have any concerns about the use of photographs and videos please contact [dataprotection@zhpwb.org.uk](mailto:dataprotection@zhpwb.org.uk)

### **Why we collect and use this information**

This data is used by the Polish Scouting Association (UK Region) to support a full range of activities for our alumni and friends and to ensure that the ways in which we communicate with you, such as sending out our newsletters, inviting you to events, or advising you about our fundraising priorities, are relevant and adhere to your chosen communication preferences.

Here are some further examples of our activities for which we may use your personal data:

- General administration (e.g. event management, processing of donations, internal record keeping)
- Seeking non-financial support (e.g. sharing of expertise)
- From time-to-time to create a profile of your interests, preferences and level of potential donations so that we can contact you in the most appropriate way and with the most relevant information

### **The lawful basis on which we use this information**

We are committed at every level to making sure that our communications with you are secure, considered and welcome. All personal data is held and processed in accordance with the GDPR, the Polish Scouting Association (UK Region's) Data Protection Policy and other relevant legislation.

Any personal data is stored securely, with access restricted to authorised personnel only. We process the information outlined in this Privacy Notice in pursuit of our legitimate interests (Article 6, General Data Protection Regulation - from 25<sup>th</sup> May 2018) in:

- Communicating with our community and potential supporters
- Providing benefits and services to participants, members, volunteers, alumni, former parents, friends and other supporters
- Furthering the Polish Scouting Association (UK Region)'s educational charitable mission (which includes fundraising and securing the support of volunteers)
- Enabling Polish Scouting Association (UK Region) to achieve its strategic and operational goals

We may pursue these legitimate interests by contacting you by telephone, email, post or social media. Information about how you can manage the ways that we contact you, including how to opt out from some or all contact from us, is outlined in the 'Your rights' section below.

Whilst the Polish Scouting Association (UK Region) relies on legitimate interest as the legal basis for processing where this is not overridden by the interests and rights or freedoms of the data subjects concerned it recognises that it is not the only lawful ground for processing data. As such, where appropriate we will sometimes process your data on an alternative legal basis – for example, because you have given us consent to do so.



## Sharing information

Unless we have a legal obligation to do so, data will not be disclosed to external organisations other than ZHP (działający poza granicami Kraju (Polish Scouting Association (International) Charity No. 292231) The Polish Scouting Association (UK Region) does not sell or swap any of its data to third party organisations and does not permit its agents to provide its data to third parties.

## Storing your data

The Polish Scouting Association (UK Region) considers its relationship with alumni and supporters to be lifelong, and we will hold your details until you tell us you no longer wish to hear from us. We will always try to ensure that the data we hold for you are up to date, reasonable and not excessive. The Polish Scouting Association (UK Region) is committed to holding this data securely and treating it with sensitivity.

## Your rights

Under the GDPR you have the right to:

- Submit a Subject Access Request and obtain copies of the data that we hold about you
- Update, amend or rectify the data we hold for you
- Withdraw consent where it is used as a legal basis for processing
- Change your communication preferences at any time to restrict how we process your data, how we contact you, or opt out of some or all communication
- Lodge a complaint with the Information Commissioners Office
- Claim compensation for damages caused by a breach of Data Protection regulations
- Ask us to remove your data from our records. If you request that we stop processing your data, we will remove personal data with the following exceptions:
  - Your name and (for alumni) years of entry and leaving, alongside your request to remove your data. We retain this information to prevent you from being inadvertently contacted in the future
  - Information needed to comply with statutory requirements, but only for as long as those statutory requirements specify (e.g. Gift Aid declarations)
  - A coded reference may be attributed to you for reporting and accounting purposes concerning any events attended or donations made

## Contact

To update your communication preferences, contact the Polish Scouting Association (UK Region) by post: 23-31 Beavor Lane, London W6 9AR or email [dataprotection@zhpwb.org.uk](mailto:dataprotection@zhpwb.org.uk)

For other queries or actions regarding your rights or this Privacy Notice, please contact the Data Protection Officer at [dataprotection@zhpwb.org.uk](mailto:dataprotection@zhpwb.org.uk) If you have any concerns we request that you raise your concern with us in the first instance.

We may make changes to this Notice from time to time as our organisational practices and/or applicable laws change. We will not make any use of your personal information that is inconsistent with the original



purpose(s) for which it was collected or obtained (if we intend to do so, we will notify you in advance wherever possible) or otherwise than is permitted by data protection laws.

