



## Privacy notice for our society

**The General Wł Sikorski Memorial House**  
5, Parkgrove Terrace, Glasgow G3 7SD

and referred to as “The Sikorski Polish Club” in this notice

The Sikorski Polish Club takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

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### What we need from you

When you register as a member of The Sikorski Polish Club or renew your membership, we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Date of birth – to calculate membership fee and eligibility for membership.
- Nationality information – to determine membership category.
- Your Occupation (optional) – from time to time members volunteer their professional skills to benefit our society.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

### Why we need your personal information – contractual purposes

We need to collect our members’ and customers’ personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.

### Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the society and opportunities to get involved in our events.
- Raise awareness of the society’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

### Why we need your personal information – legal obligations

We may be under a legal obligation to process certain personal information relating to our members for the purposes of complying with obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.
- The Licensing (Scotland) Act 2005, which requires us to check that our members are of legal age to consume alcohol.
- The Charities and Trustees Investment (Scotland) Act 2005, which requires us to maintain a register of members, including name, address, date admitted to membership and date on which membership ceased, to hold general meetings, issue notices and AGM voting arrangements.

### **Why we need your personal information – equality monitoring**

We may use aggregated and anonymised reports of our members' personal information for equality monitoring purposes, enabling us to evaluate and promote equality of opportunity within our community.

### **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding our membership or our members' children. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

### **Third party suppliers with access to members' personal data**

The Sikorski Polish Club may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- Mailchimp distribute some of our email communications. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security.
- Kualo provide our web hosting and our membership details are backed up on their secure servers. Our database is password protected.

### **How we protect your personal information**

Your personal information can only be accessed by our Board of Trustees and audit committee for the purposes set out above. It is stored in our society's office (kept locked) in an electronic format which is fully password protected. A limited amount of personal information (your application form and details about membership expiry) is stored in paper format and also kept securely in our office. Our House manager has a record of membership expiry dates which is kept behind the bar.

### **How long we keep your personal information**

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and remove your personal information from our electronic records when you no longer wish to be a member of our society.

### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information (you will no longer be able to be a member of our society)
- Access the personal data that we hold about you through a "subject access request".

### **Use of CCTV**

The Sikorski Polish Club has CCTV cameras installed at our premises. All cameras are installed for the security of staff, members and visitors, also for the protection of properties. All footage is deleted after 30 days unless there is an overriding reason to be retained. Footage will not be shared outside The Sikorski Polish Club except in limited circumstances such as where it is necessary to make a disclosure to the police.

You can contact us at our postal address or through our website if you require any further information.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)