



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: Polish Scouting Association (UK Region) Ltd workforce

What information we collect and hold

The categories of workforce information Polish Scouting Association (UK Region) Ltd (PSA UK Region) collect, process, hold and share include, but are not restricted to:

- Personal information (such as name, employee number, national insurance number, bank details)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Recruitment information (including copies of right to work documentation and references)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications
- Information relevant to safeguarding (such as DBS/PVG number).

We use network monitoring software and CCTV systems for the prevention, investigation and detection of crime, the apprehension and prosecution of offenders, the safeguarding of the public, members, participants, volunteers and staff and for general monitoring of security. CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with the General Data Protection Regulation 2016/697 (UK-GDPR).

Why we collect and use this information

We use workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Ensure safeguarding of participants, members, volunteers and staff.

The lawful basis on which we process this information

We only collect and use personal information about you in accordance with UK-GDPR. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the PSA UK Region use of your data.



Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

Storing information

We hold workforce data in accordance with retention guidelines.

Sharing information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK-GDPR) we may share personal information about you with:

- Your family or representatives
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations (such as pension schemes)
- Our auditors
- Health authorities
- Professional advisers and consultants
- Police forces, courts, tribunals etc.

Requesting access to your personal data

Under data protection legislation, you have the right to submit a Subject Access Request for information about you that we hold. For more information contact dataprotection@zhpwb.org.uk

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection regulations.

Complaints

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact 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.

