

POSK Privacy Policy

Last updated: 08/01/2026

Who We Are

The Polish Social and Cultural Association (POSK) is a registered charity in England and Wales (charity number: 236745). Our registered office is at 238-246 King Street, London W6 0RF. You can learn more about us at <https://posk.org/>

This privacy policy explains how we collect and use your personal information when you:

- Apply to become a member
- Propose or second a new member
- Sign up for our newsletter
- Attend events organized by us
- Contact us or visit our website
- Interact with us on social media

We have separate privacy policies for our members, employees and contractors. Please contact us at admin@posk.org for more detail.

Data Protection Lead

POSK has appointed a Data Protection Lead responsible for overseeing compliance with data protection law.

You can contact the Data Protection Lead at admin@posk.org (please mark your message for the attention of the Data Protection Lead).

What Information We Collect

Website Visitors

When you visit our website, we automatically collect:

- Technical information (browser type, device, operating system)
- How you use our website (pages visited, time spent)
- Your IP address (but we don't use this to identify you personally)
- Cookies and Website Tracking - we use cookies and similar technologies to ensure our website works properly and to understand how visitors use it.

Non-essential cookies, such as analytics cookies, are only used with your consent.

You can manage your cookie preferences through our cookie banner or through your

browser settings.

Further information is available in our Cookie Policy, available on our website.

Newsletter Subscribers

When you sign up for our newsletter, we will collect:

- Your name and email address
- The timestamp for when you signed up
- Your membership number (if you're a member)
- How you heard about us
- How you interact with our newsletters (what you click on, when you open them)

Membership

When you become a member, we collect:

- Your name, address, phone number, and email
- Your place and date of birth (for membership eligibility)
- The names of your proposer and seconder
- Your occupation
- How you would like us to contact you (e.g., post, email)
- Confirmation of membership fee payment

We may also collect:

- Records of which events you attend

When you propose or second a new member, we collect:

- Your name and membership number

Event Attendees

When you book tickets for an event we organize, we will collect:

- Your name and email address
- Your booking and payment details
- Attendance records
- Any special requirements (dietary needs, accessibility)

When booking tickets, you should also review the Eventbrite privacy policy as they act as a separate data controller for payment processing.

Tenants, Venue Rental and Third-Party Events

Tenants who rent office or commercial space in our building are responsible for their own privacy notices and data consent processes. They do not share this data with POSK.

We do not collect any personal information about you if you attend events organized by other organizations and held in our building. The event organizer would be responsible for:

- Any personal data collection from their attendees
- Complying with data protection law for their event
- Their own privacy notices and consent processes
- Any photography, filming, or marketing at their event

If you attend a third-party event in our building, your personal information is handled by the event organizer, not by POSK. You should check their privacy policy and contact them directly with any questions about your data.

We may collect basic contact information from event organizers themselves for booking and facilities management purposes. This is covered under our "Suppliers and Contractors" data processing.

Donors and Supporters

If you make a donation, or support our fundraising, we collect:

- Your contact details and donation amount
- Gift Aid information (if applicable)
- Your interests and connection to our cause

Social Media

When you interact with us on social media, we may collect:

- Your public posts and comments about us
- Information you choose to share with us

Children's Personal Data

Our services are not directed specifically at children. We do not knowingly collect personal data from children without appropriate parental or guardian consent.

Where activities or events involve children, we apply enhanced safeguards and ensure data is processed in accordance with applicable child data protection requirements.

How We Use Your Information

We use your information to:

Provide our services:

- Send you our newsletter and event information
- Process membership applications
- Handle event bookings and payments
- Manage bookings of our venue spaces and coordinate with external event organizers
- Communicate about meetings, AGMs, and governance matters

Improve what we do:

- Understand how people use our website and services
- Plan our events and services
- Analyze our impact and effectiveness

Meet our legal duties:

- Keep proper charity records
- Process Gift Aid claims
- Handle complaints and queries
- Comply with charity law requirements

Fundraise and build relationships with our supporters:

- Thank donors and keep them updated on our work
- Identify people who potentially might be interested in supporting our organizations
- Understand what types of activities and communications are most effective
- Organize courses for members, employees and trustees

You can opt out of fundraising communications at any time by contacting us or using the unsubscribe options provided in our messages.

Member requirements: As required by our constitution, when you apply for membership, we display your name on our noticeboard for at least one week. We also display the names of your two sponsors and their membership numbers on the same noticeboard. We may also contact you to invite you to a meeting with the Directors to discuss your membership application.

Our Legal Basis

We process your information because:

- **You've given us permission** (like signing up for newsletters)

- **We need it for our contract with you** (like processing membership applications or member communication)
- **We have a legitimate interest** (like analyzing how our membership is developing, how our services are used, fundraising, managing event attendance, communicating with members, communicating with people attending our events, improving our programming, making sure our premises are safe beyond the legal minimum)
- **We have a legal obligation** (like charity record-keeping requirements or reporting accidents or incidents)

Who We Share Information With

We only share your information when necessary:

Service providers who help us:

- Outlook (for emails and newsletters)
- [Ticketing partner e.g. Eventbrite] (for handling ticket sales)
- Website hosting and IT support companies
- Our professional advisers (accountants, lawyers, health and safety specialists)
- Building security and facilities management companies (for coordination of venue rental arrangements)
- Estate agents
- Emergency services (if required during events on our premises)

We do not share attendee information from our own events with our tenant organizations or third-parties who hire our venue for their events, nor do we receive their attendees personal data.

Our ticketing partners Eventbrite securely share attendee information with us to enable event management, but do not share payment details.

Legal requirements:

- Charity Commission, Companies House, or other regulators
- HMRC (for Gift Aid)
- Law enforcement (if legally required)
- Health and Safety Executive, emergency services, insurance providers (HSE) - when we are required to report accidents or incidents on our premises

We never sell your information to anyone. When we work with other organizations, we make sure they keep your information safe and only use it for the agreed purposes.

Public information:

We may publish general statistics about our work (like "we have 1000 members in London") but we won't identify individuals unless you've given specific permission.

How We Keep Your Information Safe

We take data security seriously:

- We use secure systems and regular backups
- Only authorized staff can access personal information
- We train our staff and volunteers on data protection
- We regularly review and update our security measures
- We store information on secure servers in the UK

Email queries to admin@posk.org are kept for six months after we've resolved your question, then deleted.

If you purchase a ticket to one of our events via a third party such as Eventbrite, your data is shared with us for us to provide you with relevant event information. This is done securely through our own account management on their system.

Unless you request deletion during your lifetime, membership records may be retained permanently for archival purposes in the public interest, including preserving our organizational history and enabling historical research. This is permitted under UK data protection law for records of historical significance. Access to archived records is strictly limited and safeguarded.

If we are informed that a member has died, we remove current contact details and operational data from our active database, noting the date we were notified. Historical membership records, including application forms, may be transferred to our restricted archive where access is limited for authorized research purposes and subject to appropriate safeguards to protect any third-party information.

How Long We Keep Information

We keep different types of information for different periods:

- **Membership records:** From when you are accepted as a member until you request your data to be deleted.
- **Financial records:** 7 years (this is a legal requirement)
- **Newsletter subscribers:** Until you unsubscribe.
- **Event bookings:** 3 years after the event for our own records, but payment data retention is governed by our ticketing partner's policies.
- **Website analytics:** 2 years.
- **General correspondence:** 6 months after resolution.
- **Accident/incident reports:** 7 years, or longer if legal action is ongoing

We review our records regularly and delete information we no longer need.

Your Rights

You have the right to:

- **Know what we know:** Ask for a copy of the personal information we hold about you
- **Get it corrected:** Ask us to fix any mistakes in your information
- **Get it deleted:** Ask us to delete your information (though sometimes we might need to keep it for legal reasons)
- **Object to how we use it:** Tell us to stop using your information in certain ways
- **Take it elsewhere:** Get your information in a format you can use elsewhere
- **Restrict processing:** Ask us to temporarily stop using your information
- **Withdraw consent:** Where we rely on your consent to process your personal data, you can withdraw that consent at any time without affecting the lawfulness of processing carried out before withdrawal.

Information in official accident reports to the HSE cannot usually be deleted as these are required for regulatory compliance and potential legal proceedings.

To use any of these rights, contact us at admin@posk.org or write to us at 238-246 King Street, London W6 0RF. We'll respond within one month.

If you're not happy with how we handle your request, you can complain to the Information Commissioner's Office (ICO) at ico.org.uk.

Changes to This Policy

We may update this policy from time to time. If we make significant changes, we will take reasonable steps to notify you, which may include email or prominent notice on our website. If you don't agree with the changes, you can resign your membership or cancel your newsletter subscription.

The current version will always be available on our website.

Contact Us

Questions about this privacy policy or how we handle your information?

Email: admin@posk.org

Post: 238-246 King Street, London W6 0RF

We aim to respond within 10 working days.

For third-party events: If you attended an event organized by another organization at our premises, please contact the event organizer directly regarding your personal data. We can provide their contact details if you're unsure who to contact.

This policy was last updated on 06/01/2026 and applies to all personal information we collect and process.