

PRIVACY POLICY

This document defines the way of collecting and the rules of processing and using personal data of members, employees, volunteers and supporters of the Wetlands Conservation Centre association.

I. General provisions

1. The administrator of the data is the Wetlands Conservation Centre association (hereinafter: Association) with headquarters in Warsaw, ul. Żwirki i Wigury, 101 loc. 1.135, postal code: 02-089, KRS: 0000109564, NIP: 534-21-95-624, REGON: 015159967, phone no. +48 737 333 736, mail: cmok@bagna.pl.
2. The Association respects the right to privacy and takes care of data security in a manner appropriate to the risks.
3. The term "GDPR" shall mean the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

II. Processing of personal data

1. The Association is the controller of the personal data of its members, employees, volunteers and supporters, as well as participants in events organised by the Association.
2. Personal information is provided to the Association by:
 - submission of a membership declaration (name, surname, date of birth, mailing address, e-mail address, telephone number),
 - signing a contract of employment, apprenticeship, student internship, civil law contract or an agreement on the performance of volunteer services (information necessary for the conclusion of the contract and the implementation of personnel, payroll and social obligations),
 - application for an event organised by the Association, such as an active conservation activity, botanical camp, bird counting, conference, etc. (name, surname, e-mail address, telephone number, date of birth, PESEL),
 - applying for cooperation in the Association's project (name, surname, e-mail address, telephone number, address of residence),
 - providing contact information during World Wetlands Day (first name, last name, e-mail address),
 - donating to the Association (first and last name, registered address, bank account number, amount donated to the organisation),
 - expressing consent in the tax declaration to provide contact information when donating 1,5% of tax (name and address of taxpayer and spouse, amount donated to the organisation).

3. The Association only collects personal data necessary for particular circumstances.
4. By providing data, you consciously, clearly and voluntarily express your consent to the processing of your personal data for such purpose as arises from the use of our services and accept the Privacy Policy.
5. Personal and contact data may be processed by the Association for strictly defined purposes:
 - informing Association members about general meetings;
 - organising events;
 - storing the history of contributions and donations made;
 - informing about the Association's activities;
 - analysing the effectiveness of our information activities;
 - establishing and processing contracts and personnel, payroll and social responsibilities;
 - securing administrative and accounting activities;
 - reporting and archiving.
6. The Association ensures that personal data is processed in accordance with data protection regulations, in particular the GDPR:
 - based on the consent given;
 - based on legal obligations, e.g. accounting the financial support provided to us with the tax office.
7. Personal and contact data are processed only for the time necessary for the performance of the service (e.g., organising the event, and fulfilling reporting obligations). Data is kept until you withdraw your consent to data processing or use other rights.

III. Cookies

1. The website bagna.pl uses cookies. These are small text files sent by a web server and stored by the browser's computer software. When the browser reconnects to the site, the site recognizes the type of device from which the user connects. The parameters allow only the server that created them to read the information they contain. Cookies thus facilitate the use of previously visited sites.
2. The information collected relates to IP address, type of browser used, language, type of operating system, Internet service provider, time and date information, location, and information sent to the site through the contact form.
3. The data collected is used to monitor and learn how users use our site to improve the operation of the site. We monitor user information using Facebook Analytics and Google Analytics tools, which record user behaviour on the site.
4. The user has the option to disable or restore the collection of cookies at any time by

changing the settings in their web browser.

IV. Rules for sharing data with third parties

1. The Association is the sole disposer of personal data provided by the user. We do not share your personal data with any other entities other than those authorised by applicable law or by concluded agreements on entrustment of personal data processing (e.g. accounting service, hosting company, Tax Office, Social Insurance Institution, National Health Fund, bank). If enrolled in the project, personal data may be used to report on the progress of the project to funding institutions and program operators.
2. Personal data is processed only by persons authorised by the Association.

V. Rights of persons whose data is processed

1. We inform you that you have the right to:
 - access, correction, removal or restriction of processing of your personal data;
 - object to further processing and, if you have given your consent to data processing, to withdraw it; exercising your right to withdraw your consent does not affect the processing that took place until you withdraw your consent;
 - file a complaint to the Head of the Personal Data Protection Office if you consider that the processing of your personal data violates the provisions on personal data protection.
2. To exercise your rights, please contact us by e-mail at cmok@bagna.pl.
3. Once your personal data is deleted, the Association will not be able to contact you or send you information related to the Association's activities.