

GENERAL POLICY FOR THE PROCESSING OF PERSONAL DATA AT BRITISH PRIMARY SCHOOL OF WILANOW SP. Z O.O.

At our facility, **we value and place great importance on the privacy and protection of your and your loved ones personal information.**

On 25th May 2018, **Regulation (EU) 2016/679 of the European Parliament** and of the Council of the European Union 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) (Official Journal of the EU. L.2016.119.1) or the so-called **GDPR** came into force.

In brief, **GDPR introduced new rules for processing personal data** and new rights for you in relation to the processing of personal data.

If you communicate with us in any matter via email or letter or in any other form, the personal data provided by you is protected.

ATTENTION!

According to Art. 13 sec. 1-2 GDPR, we would like to inform you about the most important rules for the processing of personal data by us and about your rights related to the processing of personal data, with the proviso that if you have concluded a specific contract with us, including in particular a contract for the provision of educational / care services, you will receive separate information from us about the detailed rules for the processing of personal data provided to us in connection with the concluded contract.

This information is also not addressed to persons who have concluded a contract for the provision of educational/care services or another contract with British Nursery of Wilanow sp. z o.o. - Upon conclusion of such a contract, you will receive separate information from us on the detailed principles of processing personal data provided to us in connection with the concluded contract.

1. Administrator of Personal Data

The administrator of personal data is **British Primary School of Wilanow sp. z o.o.** with its registered office in Warsaw at ul. Prymasa Augusta Hlonda 12 (02-972), entered in the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, XIII Commercial Division of the National Court Register under the number: 447209, NIP: 525-25-45-486, REGON: 146498001, share capital: 5,000 PLN (hereinafter referred to as the "**Administrator**").

Contact with the Administrator is possible by mail at the above registered office address, at telephone number: +48 22 1110062, at e-mail address info@bswilanow.org or by post to the address of the registered office indicated above

2. Processing of Personal Data by the Administrator

In connection with the conducted activity, the Administrator collects and processes personal data on the basis and in accordance with applicable law, in particular in accordance with the GDPR.

3. Purposes and legal grounds for processing

We process personal data for the following purposes and on the following grounds:

a) [E-mail or letter correspondence]

In the case of directing to the Administrator via e-mail or postal mail, correspondence unrelated to the services provided to the sender or another agreement concluded with the sender, the personal data contained in such correspondence shall be processed solely for the purpose of communication and resolution of the matter to which the correspondence relates. The legal basis for data processing in such cases is the legitimate interest of the Administrator (Article 6(1)(f) of the GDPR), consisting in the conduct of correspondence related to its activities and, if necessary, the assertion and defence against claims. The Administrator processes only personal data relevant to the matter to which the correspondence relates.

b) [Telephone contact]

In the case of telephone contact with the Administrator in matters not related to the concluded agreement or the provided services, the Administrator may require provision of personal data only if it is necessary for the handling of the matter which the contact concerns. The legal basis for data processing in such a situation is the Administrator's legitimate interest (Article 6(1)(f) of the GDPR)

consisting in the necessity to resolve the reported matter related to his/her business activity and, if necessary, to assert and defend against claims.

c) [Profile on the facebook portal]

The Administrator runs a public profile of the British Primary School of Wilanow on Facebook and processes the data that visitors to this profile leave behind (e.g. comments, likes, and web IDs). Personal data of such persons is processed: for the purpose of enabling their activity on the profile and for the purpose of running the profile by the Administrator, for statistical and analytical purposes or may be processed for the purpose of asserting claims and defending against claims. The legal basis for the processing of personal data is the legitimate interest of the Administrator (Article 6(1)(f) of the GDPR), consisting of promoting its own brand and, if necessary, asserting and defending against claims.

Please note that the above information does not apply to the rules for the processing of personal data by the administrator of Facebook, which has its own rules of data processing, about which it informs portal users in an appropriate manner.

d) [Contact form]

The administrator provides the possibility to contact him using an electronic contact form, available on the website at <https://www.bsw.com.pl/en/contact> (concerning all enquiries) or at <https://www.bsw.com.pl/en/admission/make-an-enquiry> (form dedicated to enquiries concerning recruitment). Using the form requires providing personal data which is necessary to establish contact with the sender and answer the enquiry. Providing data marked as obligatory is required in order to accept and service the enquiry, and the consequence of failing to provide such data is the lack of possibility to service the enquiry. Provision of other data is voluntary. The legal basis for the processing in such cases is the necessity to take action at the request of the data subject before entering into a contract (Article 6(1)(b) of the GDPR) or the legitimate interest of the Administrator, consisting of the conduct of correspondence (including the handling of enquiries) addressed to the Administrator in connection with its activities, and, if necessary, the assertion and defence against claims (Article 6(1)(f) of the GDPR). With regard to data provided on an optional basis, the legal basis for their processing is the consent given by the sender (Article 6(1)(a) of the GDPR) through the confirmatory action of the person sending the data in question.

e) [Admission procedures – pupils]

As part of the recruitment process to the school, the Administrator expects the transfer of personal data of students and their guardians in the scope specified in the application form on the website <https://www.bsw.com.pl/en/admission/application-form>.

The legal basis and the purpose of the processing in such cases is the necessity to take action at the request of the data subject prior to entering into a contract (Article 6(1)(b) of the GDPR) or the legitimate interest of the Administrator in maintaining the correspondence (including the handling of queries) addressed to him in connection with his activities (Article 6(1)(f) of the GDPR). On the other hand, with regard to the data provided on an optional basis, the legal basis for their processing is the consent expressed by the sender (Article 6(1)(a) of the GDPR) through a confirmatory action, i.e. the sending of the data in question by the person concerned.

f) [Recruitment procedures - employees]

As part of the recruitment processes, the Administrator expects the transfer of personal data from candidates (e.g. in a CV or cover letter) only to the extent specified in the provisions of labour law. Therefore, the candidate should not provide more information than indicated. In the event that the submitted applications for a given position contain additional data that go beyond the scope indicated by the provisions of labour law, their processing will be based on the candidate's consent (Article 6 (1) (a) of the GDPR), expressed through the confirmatory action of the submission of application documents by the candidate. In the event that the submitted applications contain information inadequate to the purpose of recruitment, they will not be used or taken into account in the recruitment process.

Personal data provided to us as part of recruitment processes are processed:

- if the desired form of employment is an employment contract - in order to perform obligations resulting from legal provisions related to the employment process, including in particular the Labour Code - the legal basis for processing is the legal obligation incumbent on the Administrator (Article 6 par. 1 letter c) of the GDPR in connection with the provisions of labour law,
- in the event that the desired form of employment is a civil law contract - in order to conduct the

recruitment process - the legal basis for the processing of data contained in the application documents is taking action before concluding the contract at the request of the data subject (Article 6 (1) (b)) GDPR),

- in order to carry out the recruitment process as regards data not required by law or by the Administrator, as well as for the purposes of future recruitment processes - the legal basis for processing is the consent expressed by the applicant (Article 6 (1) (a) of the GDPR),
- in order to verify the qualifications and skills of the candidate and to establish the terms of cooperation. In this situation, the legal basis for data processing is the legitimate interest of the Administrator (Article 6 (1) (f) of the GDPR), which is the verification of job candidates and determining the conditions of possible cooperation,
- in order to establish or pursue possible claims by the Administrator or to defend against claims. In this case, the legal basis for data processing is the legitimate interest of the Administrator (Article 6 (1) (f) of the GDPR).

To the extent that personal data is processed based on the consent given, the candidate may withdraw it at any time and this does not affect the lawfulness of the processing carried out before its withdrawal. If consent is given for the purposes of future recruitment processes, personal data will be deleted no later than after two years, unless the consent has been withdrawn earlier.

If the candidate prefers employment based on an employment contract, providing data in the scope specified in art. 221 of the Labour Code is required by law, including in particular the Labour Code. On the other hand, if you prefer employment based on a civil law contract, providing this data is required by the Administrator. The consequence of not providing this data is the inability to consider a given candidacy in the recruitment process. Providing other data is voluntary.

g) **[Processing of personal data of contractors' staff members or persons cooperating with the Administrator on a commercial basis]**

In connection with concluding commercial contracts (B2B) as part of the conducted activity, the Administrator obtains from contractors the data of persons involved in the implementation of such contracts (e.g. persons authorised to contact, executing orders, etc.). The scope of the transferred data is always limited to the data necessary for the performance of a given contract.

Such personal data are processed for the purpose of the legitimate interests of the Administrator and its contractor (Article 6(1)(f) of the RODO), consisting of enabling the correct and effective performance of the contract and, if necessary, the assertion and defence of claims. Such data may be disclosed to third parties who are involved in the performance of the respective contract. The data are processed for the period of time necessary to realise the above interests and to comply with regulatory obligations.

h) **[Collection of data in connection with the provision of services or the performance of other contracts]**

Where data are collected for the performance of a specific contract, the Administrator shall provide the data subject with details of the processing of their personal data at the time of entering into the contract or when the personal data are collected in cases where the processing is necessary for the purposes of taking action by the Administrator, at the request of the person concerned, prior to entering into the contract.

4. Data recipients

The personal data provided to us may also be accessed by our subcontractors/suppliers, e.g. accounting, legal, IT companies or other entities to the extent necessary for the proper performance of the concluded agreement or due to the Administrator's legally protected interests, such as e.g. fulfilment of accounting and tax obligations, ensuring the Administrator's IT operations, in particular in order to ensure electronic communication with clients, handling of correspondence addressed to the Administrator.

5. Data retention period

The retention period for your personal data depends on the purpose of the processing. The period of data processing may also result from the provisions of law, where they constitute the basis for processing. If the data are processed on the basis of the legitimate interest of the Administrator, e.g. for security reasons or in order to establish or assert claims or to defend against claims, the data shall be processed for the period making it possible to pursue this interest or to lodge an effective objection against data processing. If the processing is based on consent, the data shall be processed until the consent is withdrawn. In a situation where the basis for the processing of personal data is the necessity to conclude and perform a contract, the data shall be processed until the termination of the contract, however, the period of data processing may be extended in the case where the processing is necessary to establish or assert claims or to defend against claims, and after this period - only in the case and to the extent required by law. On the other hand, in a situation in which the basis for the processing of

personal data is the necessity to take steps at the request of the data subject prior to entering into a contract (e.g. as part of a recruitment procedure), the personal data shall be processed until the end of the said procedure, subject to the following sentence. If the recruitment procedure results in the conclusion of the relevant contract, the data shall be processed until the termination of the contract, however, the period of data processing may be extended in case the processing is necessary for the establishment or assertion of claims or the defence against claims, and after this period - only if and to the extent required by law.

6. Rights for data subjects:

In accordance with GDPR, you have:

- a)** the right to access your data and to receive a copy of it;
- b)** the right to rectify (amend) your data;
- c)** the right to erasure, restriction of processing your data;
- d)** the right to object to the processing of your data;
- e)** the right to data portability;
- f)** the right to lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office.

Furthermore, we inform that:

- **you have the right to withdraw your consent** to the processing of your personal data at any time (i.e. in relation to those cases of processing for which we need your consent), but withdrawal of consent does not affect the lawfulness of processing carried out on the basis of your consent before its withdrawal,
- you have the right to object to the processing of your personal data at any time, based on art. 6 sec. 1 lit. f) of the GDPR. We will cease to process this data for these purposes, unless we can demonstrate that there are compelling legitimate grounds for us to process the data which override your interests, rights and freedoms, or the data are necessary for us to possibly establish, assert or defend claims.

7. Information on the requirement/voluntariness of providing data

Providing personal data is voluntary.

8. Other information

We do not make any automated decisions with regard to the personal data, nor do we intend to transfer the personal data to a third country or an international organisation. The Administrator shall always give notice of the intention to transfer personal data to a third country or international organisation at the stage of its collection.

9. Changes to the policy for processing of personal data

This Policy shall be reviewed on an ongoing basis and updated as necessary. The current version of the Policy is effective as of 1st January 2022.