

## PRIVACY POLICY

It is important for you to note the following key provision of the Polish American Club Privacy Policy:

### Collection of information

We may ask you to complete certain documents and provide specific information when you join the Polish American Club (PAC) (e.g. membership application), when you apply for scholarship, when you engage in any business relationship with the Polish American Club (e.g. sponsorship agreement) or when you make a donation to the Polish American Club.

We limit the collection of information on purpose - to protect your privacy. In most cases we will only collect information considered public, which usually includes following elements: first and last name, address, telephone number, email contact information. We may ask our business partners for additional public information e.g.: employer identification number (EIN) or certificate of good standing issued by the Secretary of State.

We may contact you by phone, mail, or electronic means to verify or obtain additional information. We also enable you to make inquiries with the PAC through the website, email, phone or in writing, we may ask you for certain information during your inquiries to verify your identity.

The documents you submit to PAC, inquiries you make through the website, phone or in writing, as well as any additional information you provide during volunteering or business engagements will be used entirely for the specific purposes described in those engagements or to support activities you volunteered for.

### Pictures

The general public or members of the Polish American Club take pictures, make voice or video recordings during various public events or activities organized by the Polish American Club or other organizations. We may use these pictures or recordings on our website, Facebook page (if we have one), in presentations, in our newsletter or promotional material we create as these pictures or recordings are taken during public events.

When you do not wish for your or your family pictures or recording to be used by the Polish American Club, please:

- Avoid situations where pictures are taken and/or let the photographer/videographer know immediately that you do not wish to be photographed or recorded, and you do not wish for your/your family pictures to be public.
- Notify the Polish American Club president or vice president (in writing e.g. email/mail) about your request regarding pictures or recordings publishing. Please be specific about where the pictures or recordings are posted (please provide web address), and which pictures or recording you would like us to remove (please provide file name, description).

The Polish American Club will remove any of your pictures from digital media including presentations, website or Facebook page that we own or manage within 3 days from the date we receive your notification.

Please understand that we may not be able to remove pictures from printed materials. In such cases we may destroy those materials if you reimburse us for printing costs before the materials destruction.

#### Information automatically collected and stored.

To improve our website we may employ analytical tools like Google Analytics or other automatic tools collecting web statistics through cookies or other technologies. When you browse through our web site, certain personal information about you can be collected during your visit e.g.:

Name of the domain or IP address you use to access the Internet;  
Geographical location of your IP address;  
Date and time of your visit;  
Pages you visited, documents you copied or downloaded;  
Address of the web site you came from when you came to visit etc.

This information is only used for statistical purposes to assess website traffic, and no additional information will be collected about you.

However, we encourage you to practice safe use of Internet and periodically check your computer and Internet browser privacy and security settings. You will find many useful tips and information at [StaySafeOnLine.org](http://StaySafeOnLine.org)

#### Disclosure of information

We will not share any information we collect from you with third party for any purposes including marketing, and we will do our due diligence to keep your information confidential.

We may disclose your personal information with third parties like a regulatory authority, law enforcement, or other governmental authority.

The Polish American Club currently incorporates passwords and other physical and procedural safeguards to protect against unauthorized access to information. We educate our volunteers about the terms of this Privacy Policy, business confidentiality and members' privacy, and why it is important to be mindful of information privacy and security.

Polish American Club does not disclose, give or sell any personal information about our visitors, unless required for law enforcement.

If you have any questions regarding our Privacy Policies, please contact PAC president or vice-president.