Joint Secretariat
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RULES OF THE 'PARTNER SEARCH FORUM - CONNECTING PARTNERS, CATALYSING CHANGE VOL. 4'

Providing personal data is voluntary, however obligatory to participate in the 'Partner search forum - Connecting partners, catalysing change vol. 4' of the Interreg South Baltic Programme 2021-2027

The photos from the event will be taken for the purpose of promotional activities as a part of the implementation of Interreg South Baltic Programme 2021-2027.

§1
General provisions

1. The purpose of the Rules is to define the terms of participation in the Partner search forum of the Interreg South Baltic Programme 2021-2027, hereinafter forum, organised on 3.12.2024 09:00 – 13:00 CET.

2. The Rules are addressed to all participants of the forum. Each participant of the forum is obliged to adhere to the provisions of these rules.

3. The forum is organised to provide a platform for participants to share the project's ideas and to explore ways of collaboration.

4. The Rules are available in the Joint Secretariat of the South Baltic Programme, as well as on the organiser's website: www.soutbaltic.eu.

5. The organiser of the forum is the Joint Secretariat of the Interreg South Baltic Programme 2021-2027 located in Gdańsk, Poland, Plac Porozumienia Gdańskiego 1, hereinafter "organiser". The Joint Secretariat operate within the Center of European Project's located in Warsaw - Puławska 180, 02-670 Warsaw, Poland.

6. The forum is an event organised for fellow participants keen to share their project's ideas and network. The preliminary registration is required.

7. Persons under 18 years of age participate in the forum only under parent's or legal guardian's care. The organisers accept no responsibility of persons under 18 years of age.

8. Participation in the forum is free of charge.

9. Filling in and sending the registration form as well as reading and accepting these Rules are obligatory to take part in the forum. Registration is organized via Microsoft Forms. Registration is open till 25th of November.

10. The registration form mentioned in paragraph 1, point 9 contains the name and surname, e-mail address, the name of the organisation, other questions related to the characteristics of the organization or project idea.

11. Persons, who reported their participation in the forum according to paragraph 1, point 9 and received confirmation by e-mail until 27.11.2024 are called "Participants".

12. A participant can resign from taking part in the forum at any time.

13. The number of participants is limited due to the capacity of the venue.

§2
Rules to respect during the forum

1. The forum is organised 3.12.2024 09:00-13:00 CET. The event can be extended to 14:00 CET in case of the large number of participants.

2. The organiser reserves the right to change the program of the meeting.

3. The forum is organised in “The Polish Sky” hall in the building of the Marshal's Office of the Pomeranian Voivodeship, Augustyńskiego 1, Gdańsk, Poland.

4. Technical details regarding the venue and practicalities will be sent to Participants by e-mail after registration.

5. The organiser does not bear the costs of participants' participation in the meeting, in particular the costs of accomodation and transportation.

6. The organiser ensures that he will make every effort to guarantee the quality of the meeting as described.

7. The organiser reserves the right to remove the participant from the forum in case of causing major disruptions or gaining unauthorized access to the meeting.

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§3
Processing of personal data

1. The administrator of data of participants of the forum is the Center of European Projects (CPE) located in Warsaw, Poland, Puławska 180. In matters related to your data you can contact the Inspector of Data Protection electronically at the following e-mail address: iod@cpe.gov.pl or by post to the address given above.

2. Personal data are processed in accordance with 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, GDPR) (OJ L 119, 4.5.2016, pp. 1–88). The legal basis are: Article 6(1) point a (consent for using personal image), point b (accepting the Rules and processing of name, surname, e-mail address and organization name in order to participate in the Forum) and point c (processing date for the purpose of legal obligations on the administrator) of the GDPR.

3. Data in the form of the image of participants can be used and disseminated through Programme: paper publications, website or social networks, multimedia presentations of the Program as well as in the form of photos and recordings made as part of promotional and archiving activities of the Interreg South Baltic Programme 2021-2027.

4. Personal data of the participants will be processed by the organiser for the purpose of organising, promoting the forum and in order to collect the feedback up to a year after the event. The personal data of the participants will be processed by trained and authorized employees of the administrator. They can also be made available to recipients authorized under the applicable law (e.g., control authorities).

5. Personal data of the participants (name, surname, e-mail) will be shared among other participants of the event and it's a requirement to to take part in the forum.

6. Personal data will be stored for a period of 5 years starting from the end date of Technical Assistance settlement within the Interreg South Baltic Programme.

7. Each participant has the right to access his/her personal data, request revise it, remove, or limit the scope of processing, to object to processing of your personal data, to transfer your personal data. To execute your rights, please contact Inspector of Data Protection personally or by e-mail given in paragraph 3, point 1.

8. Each participant has the right to lodge a complaint to the President of the Office for Personal Data Protection when he/she finds a violation in the processing of your personal data.

9. Personal data in the form of an image that will be registered during the Forum and published on social networks and the organiser's websites will be processed until consent is withdrawn without affecting processing before its withdrawal.

10. Personal data will not be transferred outside the European Economic Area. The data is not subject to the process of automated decision making or profiling.

§4
Final provisions

1. The organisers have the right to change the Rules of the forum at any time. The participants will be notified about the change of the Rules.

2. In matters not covered by these Rules, the provisions of the Civil Code shall apply.

Gdańsk, Poland, 2024-11-05/