Joint Secretariat
Plac Porozumienia Gdańskiego 1 | 80-864 Gdańsk
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Providing personal data is voluntary, however obligatory to participate in individual consultation meeting (online or on-site)

Rules of the individual consultation meeting

§1

General provisions

1. The purpose of the Rules is to define the terms of participation in the online or on-site individual consultation meetings in:

    a. Gdańsk
    b. Szczecin
    c. Olsztyn
    d. Palanga
    e. Germany (exact location will be decided and communicated later, probably Greifswald or Rostock)
    f. Online in MS Teams or Zoom application.

    within the implementation of the Interreg South Baltic Programme 2021-2027, hereinafter individual consultation meeting organised in November-December 2024. The exact date of individual consultation meeting will be indicated by the JS, basing on the information provided in the Registration form.

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

3. The individual consultation meeting is organised to discuss project ideas and their relevance to the Interreg South Baltic Programme 2021-2027.

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

5. The organiser of the individual consultation meeting 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 operates within the Center of European Projects located in Warsaw, Poland on Puławska 180.

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6. The individual consultation meeting is open for all interested participants. In order to participate, the project idea owner must submit filled in project idea form. Persons under 18 years of age participate in the webinar only under parent's or legal guardian's care. The organisers accept no responsibility of persons under 18 years of age.

7. Persons under 18 years of age participate in the webinar 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 individual consultation meeting 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 individual consultation meeting.

10. The registration form mentioned in paragraph 1, point 9 contains name and surname, email address and phone number, country/region and name of organisation.

11. Persons, who reported their participation in the individual consultation meeting according to paragraph 1, point 9 are called "Participants".

12. A participant can resign from taking part in the individual consultation meeting at any time.

§2

Rules to respect during the meeting

1. The individual consultation meeting is organised between in November-December 2024, the exact date of individual consultation meeting will be indicated by the JS, basing on the information provided in the Registration form.

2. The individual consultation meeting takes up to 1 hour. The organiser reserves the right to change the duration of the meeting.

3. The individual consultation meeting is organised in the virtual or on-site form, depending on the participant's choice, indicated in the registration form.

4. Technical details regarding access to the online individual consultation meeting, in particular the website address and the rules for logging in and using the conference tool will be sent to Participants by e-mail no later than the day of the individual consultation meeting.

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5. Technical requirements necessary to participate in the meeting in the online form are: Technical requirements necessary to participate in the webinar are:

    g. a device with access to the Internet,
    h. an access to an e-mail account,
    i. a properly configured browser that supports cookies and javascript.

6. The organiser does not bear the costs of participants' participation in the meeting, in particular the costs of using devices, e-mail account or data transmission (in case of online individual consultation meeting) and the costs of travel and accomodation (in case of on-site meeting).
7. The organiser is not responsible for the quality of the Internet connection, in particular for the quality of the image and sound reaching the participants (in case of online form of the individual consultation meeting).
8. The organiser ensures that he will make every effort to guarantee the quality of the meeting as described (in case of online form of the individual consultation meeting)
9. The organiser reserves the right to remove the participant from the meeting in case of causing major disruptions or gaining unauthorized access to the meeting (in case of online form of the individual consultation meeting).

§3

Processing of personal data

1. The administrator of data of participants of the webinar 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, name, surname, email and organization), point b (accepting the Rules) and point c (processing date for the purpose of legal obligations on the administrator) of the GDPR.

3. Personal data of the participants will be processed only for the purpose of organising of individual consultation meeting. The personal data of the participants will be processed by

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trained and authorized employees of the administrator. They can also be made available to recipients authorized under the applicable law (e.g., control authorities).

4. Personal data will be stored for a period of 5 years starting from the date of completion of the settlement of Technical Assistance under the Interreg South Baltic Program.

5. Each participant has the right to access their personal data, request its correction, deletion or limitation of the scope of processing, and transfer of personal data. In order to exercise your rights, please contact the Data Protection Officer in person or via e-mail provided in section. 3 point 1.

6. 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.

7. Personal data in the form of an image that will be registered during the meeting and published on social media and on the organizer's website will be processed until consent is withdrawn.

8. 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 virtual webinar 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/