



**Providing personal data is voluntary, however obligatory to participate
in the Small-scale projects + Q&A sessions (webinar)**

**The webinar will be recorded using the MS Teams application. Please, decide if you agree to
record your image and/or voice. In case you have objections turn off the camera**

**Rules of the virtual Small-scale projects + Q&A sessions (webinar) of the Interreg South
Baltic Programme 2021-2027**

§1

General provisions

1. The purpose of the Rules is to define the terms of participation in the virtual session dedicated to the Small-scale projects' facility with Questions and Answers sections in the form of online webinar of the Interreg South Baltic Programme 2021-2027, hereinafter Webinar, organised as a recurring meeting on 20 February 2024.
2. The Rules are addressed to all participants of the Webinar. Each participant of the Webinar is obliged to adhere to the provisions of these rules.
3. The purpose of the Webinar is to provide general information and answer participants' questions on the new Interreg South Baltic Programme 2021–2027 facility – the Small-scale projects call for proposals.
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 Webinar 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 Projects located in Warsaw, Poland, ul. Puławska 180.
6. The Webinar is an open event. Everyone can participate in it.



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 Webinar 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 Webinar. Registration forms can be sent until 19 February 2024.
10. The registration form mentioned in paragraph 1, point 9 contains the first and last name, email address, the country/region, the name of the organization, and a question on Small-scale projects facility to be answered during the session.
11. Persons, who reported their participation in the Webinar according to paragraph 1, point 9 and received confirmation by email until 20 February 2024, are called "Participants".
12. A participant can resign from taking part in the Webinar at any time.

§2

Rules to respect during the webinar

1. The Webinar is organized on 20 February 2024, 10.00 -12.00 CET.
2. The details of the Webinar are available on the organiser's website: www.southbaltic.eu. The organiser reserves the right to change the program of the Webinar.
3. The Webinar is organised in virtual form.
4. Technical details regarding access to the Webinar, in particular the website address and the rules for logging in will be sent to Participants by e-mail no later than the time and day the session starts.
5. Technical details regarding access to the Webinar, in particular the website address and the rules for logging in will be sent to Participants by e-mail after registration.
6. Technical requirements necessary to participate in the Webinar are:
 - a. a device with access to the Internet,

- b. an access to an e-mail account,
 - c. a properly configured browser that supports cookies and javascript.
7. The organiser does not bear the costs of participants' participation in the Webinar, in particular the costs of using devices, e-mail account or data transmission.
8. 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.
9. The organiser ensures that he will make every effort to guarantee the quality of the Webinar as described.
10. The organiser reserves the right to remove the participant from the Webinar in case of causing major disruptions or gaining unauthorized access to the Webinar.

§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, ul. 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 Webinar) and point c (processing date for the purpose of legal obligations on the administrator) of the GDPR.
3. The Webinar will be recorded by the MS Teams application to carry out promotional activities as a part of the implementation of Interreg South Baltic Programme 2021-2027. 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 only for the purpose of organising or promoting the Webinar. 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). The MS Teams platform, as well as other entities operating under an agreement entrusting the processing of personal data, will also have access to the data.
5. 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.
6. Each participant has the right to access his/her personal data, request to 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.
7. 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.
8. Personal data in the form of an image that will be registered during the Webinar and published on social networks and the organiser's websites will be processed until consent is withdrawn without affecting processing before its withdrawal.
9. 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, 2024-02-07/