



**Providing personal data is voluntary, however obligatory to participate
in the “The 3rd call for proposals: “How to prepare a good quality project?” webinar of the
Interreg South Baltic Programme 2021-2027**

The picture/screenshot from the ongoing webinar will be taken for the purpose of promotional activities as a part of the implementation of Interreg South Baltic Programme 2021-2027. Please, decide if you agree your image to be displayed within the Programme communication. In case you have objections turn off the camera.

**Rules of the webinar “The 3rd call for proposals: “How to prepare a good quality project?”
for participants 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 webinar of the Interreg South Baltic Programme 2021-2027, hereinafter webinar, organised on 07.05.2024 09:30 – 12:00 (CEST). The event can be extended to 12:30 (CEST) in case of the large number of participants.
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 webinar is organized to help potential applicants get familiar with the assessment criteria and call specification as well as to provide attendees with valuable information assisting in the preparation of the applications under the 3rd call for proposals.
4. The Rules are available in the Joint Secretariat of the South Baltic Programme, as well as on the organizer’s website: www.southbaltic.eu.
5. The organizer of the webinar is the Joint Secretariat of the Interreg South Baltic Programme 2021-2027 located in Gdańsk, Poland, Plac Porozumienia Gdańskiego 1, hereinafter "organizer". The Joint Secretariat operates within the Center of European Projects, located at Puławska 180, 02-670 Warsaw, Poland.
6. The Webinar is an open event. Everyone can participate in it. However, a preliminary registration is required.



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 is organized via Microsoft Forms. Registration is open until 06.05.2024, 15:00 (CEST).
10. The registration form mentioned in paragraph 1, point 9, contains the name and surname, e-mail address, the name of the organization, and a question(s) on the 3rd call for proposals to be answered during the scheduled Q&A session.
11. Persons who reported their participation in the webinar according to paragraph 1, point 9, and received confirmation by email until the end of the working day of 06.05.2024 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 07.05.2024, 09:30 – 12:00 (CEST). The event can be extended until 12:30 (CEST) in case of the large number of participants.
2. The organizer reserves the right to change the programme of the meeting.
3. The webinar is organized in a virtual format.
4. Technical details regarding access to the webinar, in particular the link to access the conference tool, will be sent to Participants via e-mail after registration.
5. Technical requirements necessary to participate in the meeting 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.



6. The organizer does not bear the costs of participants' participation in the meeting, in particular the costs of using devices, e-mail account or data transmission.
7. The organizer is not responsible for the quality of the Internet connection, in particular for the quality of the image and sound reaching the participants.
8. 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.
9. The organizer reserves the right to remove the participant from the webinar in case of causing major disruptions or gaining unauthorized access to the meeting.

§3

Processing of personal data

1. The administrator of data of participants of the webinar is the Center of European Projects (CPE) located at Puławska 180, 02-670 Warsaw, Poland. 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: the Article 6(1) point a (consent for using personal image), point b (accepting the Rules and agreeing on processing name, surname, email, and organization) and point c (processing data 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 Programme 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 organizer for the purpose of organizing, promoting the webinar 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 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 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 meeting and published on social networks and the organizer's websites will be processed until the objection is raised.
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 organizers 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, 24.04.2024/