



**Providing personal data is voluntary, however obligatory to participate  
in the WOD2021 Questions and Answers sessions (webinar)**

**The webinar will be recorded using the ZOOM 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 WOD2021 Questions and Answers sessions (webinar)  
of the Interreg South Baltic Programme 2021-2027**

**§1**

**General provisions**

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1. The purpose of the Rules is to define the terms of participation in the virtual Questions and Answers sessions on WOD2021 in the form of online webinar of the Interreg South Baltic Programme 2021-2027, hereinafter Webinar, organised as a recurring meeting on 26.01.2023, 02.02.2023 and 09.02.2023 on 10:00 -12:00 CET.
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 organised to provide basic knowledge on how to gather and answer questions on a project application for the 1st call for proposals in the Interreg South Baltic Programme in the WOD2021 system.
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](http://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 39A Domaniewska Street 39A.
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 25.01.2023.
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, question on WOD2021 to be answered during the session.
11. Persons, who reported their participation in the webinar according to the paragraph 1, point 9 and received confirmation by email until 28.01.2023, are called "Participants".
12. A participant can resign from taking part in the webinar at any time.

## §2

### Rules to respect during the webinar

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1. The Questions and Answers sessions on WOD2021 are organized on:
  - a. 25.01.2023, 10.00 -12.00 CET,
  - b. 02.02.2023, 10.00 -12.00 CET,
  - c. 09.02.2023, 10.00 -12.00 CET.
2. The details of the webinar are available on the organiser's website: [www.southbaltic.eu](http://www.southbaltic.eu). The organiser reserves the right to change the program of the webinar.
3. The webinar is organised in the virtual form.
4. Technical details regarding the 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. The technical details regarding the access to the webinar will be sent once and stay the same for all three sessions specified in §2, point 1.
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

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1. The administrator of data of participants of the webinar is the Center of European Projects (CPE) located in Warsaw, Poland, Domaniewska Str. 39A. 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](mailto: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 agreeing on processing name, surname, email and organization) 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 Zoom 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).
5. Personal data will be stored for a period of 10 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 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

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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, 2023-01-09/