



## RULES OF THE 'PARTNER SEARCH SERVICE'

Providing personal data is voluntary, however obligatory to use the 'Partner search service' 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 using the **Partner search service** on the website of the Interreg South Baltic Programme 2021-2027.
2. The Rules are addressed to project idea owners submitting the **Project concept template**.
3. Project idea owners submitting the **Project concept template** for the **Partner search service** are called "Users".
4. The organiser of the **Partner search service** 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.
5. The **Partner search service** is dedicated to share project concepts and attract interest in projects of other institutions. The Partner Search facilitates building a projects' consortium.
6. The **Partner search service** is open for all interested users.
7. Persons under 18 years of age use the service only under parent's or legal guardian's care. The organisers accept no responsibility of persons under 18 years of age.
8. Using the **Partner search service** is free of charge.
9. Filling in and sending the **Project concept template** form as well as reading and accepting these Rules are obligatory to use the **Partner search service**.
10. **Project concept template** form mentioned in point 9 contains name and surname, email address and phone number, country/region and name of organisation.
11. A user can resign from **Partner search service** at any time.



## 52

## Specific rules to respect in Partner search service

1. The **Partner search service** of the Interreg South Baltic Programme 2021-2027 is available during the Programme implementation.
2. The **Partner search service** is a subpage on the Programme website ([www.southbaltic.eu](http://www.southbaltic.eu)) where **Projects' concepts** are published.
3. In order to use the **Partner search service**, users must submit filled **Project concept template** available on the Programme website ([www.southbaltic.eu](http://www.southbaltic.eu)).
4. A filled in **Project concept template** shall be submitted at [southbaltic@southbaltic.eu](mailto:southbaltic@southbaltic.eu).
5. Joint Secretariat (JS) team verifies the initial compliance of the **Project concept** with Interreg South Baltic Programme 2021-2027 rules and replies to the Project idea owner either:
  - a. confirming the concept is ready to be published or
  - b. informing about lack of links with the Programme - in this case the idea will not be published.
6. JS team reserves the right to make editorial changes in the **Project concept** before publishing.
7. In case of a positive reply from JS team (as specified in point 5a), only the details of project idea specified in section 2 of **Project concept template** will be published on the Interreg South Baltic website. The contact data provided in the template in section 1 will stay only for the attention of JS team (will not be published).
8. JS team will collect any feedback of the readers of the Projects' concepts on the website and notify the Project idea owner if there is an interest in the specific Project concept.
9. The **Project concept** can be deleted from the Programme website on request of a Project idea owner at any time.
10. The organiser does not bear the costs of preparing the Project concept, in particular the costs of using devices, e-mail account or data transmission .

## 53

## Processing of personal data

1. The administrator of data of users of the **Partner search service** 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](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 name, surname, email and organization), point b (accepting the Rules) and point c (processing data for the purpose of legal obligations on the administrator) of the GDPR.
3. Personal data of the users will be processed only for the purpose of Partner search service. The personal data of the users 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).
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 user 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 user 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 will not be published on social media or on the organizer's website. Personal data 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.

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#### S4

#### Final provisions

1. The organisers have the right to change the Rules of the **Partner search service** at any time. The users 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, 2025-03-12/