Joint Secretariat
Plac Porozumienia Gdańskiego 1 | 80-864 Gdańsk
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southbaltic@southbaltic.eu

WWW.SOUTHBALTIC.EU

Providing personal data is voluntary, however obligatory to participate in the "Exploring Interreg South Baltic Projects Contribution to the EUSBSR webinar" [EUSBSR 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 "EUSBSR webinar"

§1

General provisions

1. The purpose of the Rules is to define the terms of participation in the virtual "**EUSBSR webinar**", hereinafter Webinar, organised on **10.11.2026** at **10:00 – 12:30 CET**.

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

3. The webinar is organised to **explore Interreg South Baltic Projects contribution to the EUSBSR**, and it is mainly targeting the **beneficiaries of the projects**. Nevertheless, anyone interested can register and join.

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 operates within the Center of European Projects located in Warsaw, Poland, 180 Puławska str.

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.

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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 **10.11.2026**.

10. The registration form mentioned in paragraph 1, point 9 contains name and surname, email address, name of organisation, project acronym, and questions related to EUSBSR Policy Area/s, that participants might want answered.

11. **The registration contains also optional consent for a follow-up contact to share name, organisation, email address and selected EUSBSR Policy Area(s) with the relevant EUSBSR Policy Area Coordinator(s), in order to contact on the relevant events, cooperation opportunities and other activities related to the EUSBSR.**

12. Persons, who reported their participation in the webinar according to paragraph 1, point 9 and receive a confirmation by e-mail until **10.11.2026** are called "Participants".

13. A participant can resign from taking part in the webinar meeting at any time.

§2

Rules to respect during the webinar

1. The webinar is organised on **10.11.2026 at 10:00 – 12:30 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 programme 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 and using the conference tool will be sent to Participants by e-mail no later than the time and day the session starts.

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

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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.

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.

8. The organiser ensures that he will make every effort to guarantee the quality of the meeting as described.

9. The organiser reserves the right to remove the participant from the meeting in case of causing major disruptions or gaining unauthorised 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 in Warsaw, Poland, 180 Puławska str. 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 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, 4/05/2016, pp. 1-88). The legal basis is: art. 6 section 1 letter a (**consent to use the image and share name, organisation, email address and selected EUSBSR Policy Area(s) with the relevant EUSBSR Policy Area Coordinator(s)**), letter b (acceptance of the Regulations and processing of name, surname, e-mail address, acronym of the project, and name of the organisation in order to participate in the Webinar) and point c (date of processing for the purposes of the administrator's legal obligations) 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 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. The recording of the webinar may be published on Programme's website.

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5. Personal data of the participants will be processed only for the purpose of organizing and promoting of the webinar. The personal data of the participants will be processed by trained and authorised employees of the administrator. They can also be made available to recipients authorized under the applicable law (e.g., control authorities).

6. 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 Programme.

7. 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.

8. 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.

9. 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.

10. 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, 2026-10-14/