

**Rules and Regulations of
"The European Innovation Week"
17 – 21 September 2018**

I. General provisions

The provisions of these Rules and Regulations shall apply to the Participants in the European Innovation Week. The Event shall be jointly organised by the Lublin Conference Centre in Lublin, with its registered office at ul. Artura Grottgera 2, 20-029 Lublin, and the Marshal Office of the Lubelskie Voivodeship, with its registered office at ul. Grottgera 4, 20-029 Lublin.

Event: "The European Innovation Week," is a Central European meeting devoted to Innovation and Smart Specialisations, which will take place on 17 – 21 September 2018 at the Lublin Conference Centre in Lublin, as well as in other locations.

Registration: the Participants' registration process shall be conducted via: etilubelskie.pl, with the aim of obtaining participation confirmations.

Participation confirmation: a message sent by the Event Organiser in response to the participation request, i.e. the form completed and submitted via etilubelskie.pl.

Participant: a natural person who has registered to participate in the Event via etilubelskie.pl and has received a participation confirmation by e-mail.

GDPR: Regulation of the European Parliament and of the Council (EU) 2016/679 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).

II. Registration

1. Registration for a given day/days of the Event shall take place by completing the relevant form and submitting it via etilubelskie.pl. By completing the registration form, the Participant accepts the terms and conditions hereof, as well as undertakes to comply with safety regulations and any other arrangements made between the Participant and the Organiser.
2. The Participant also undertakes to provide correct and accurate data in the registration form, and submit it by 21.09.2018 at the latest.
3. The Participant may be (a) an entity (company, association, foundation, etc.) which delegates its representative/representatives to participate in the Event, or (b) a natural person who is at least 16 years old.
4. Participation in the Event is free, subject to the Participant's obtaining the participation confirmation.
5. The Organiser reserves the right to close the registration process once the maximum number of participants is reached for a given day of the Event.

6. In order to register and obtain information from the Organiser, the Participant must have Internet access and a browser. The etilubelskie.pl portal can be accessed through any of the leading Internet browsers.
7. Please note, however, that JavaScript and cookies must be enabled. As the User identification process is based on cookies, disabling this function in the browser will render the active use of www.etilubelskie.pl impossible. Cookies also serve the purpose of collecting statistical information about the use of etilubelskie.pl.
8. The minimum display resolution for etilubelskie.pl is 1024×768 pixels, and the optimum resolution is 1280 x 800 pixels.
9. In order to contact the Organiser and receive its messages, the Participant should have an e-mail address and access to e-mail management software.
10. The Organiser shall send the participation confirmation to the e-mail address provided by the Participant in the registration process. Any changes to these Rules and Regulations or the Event Programme will also be communicated via e-mail.
11. In order to register at etilubelskie.pl, the Participant is required:
 - 1) to familiarise himself/herself with these Rules and Regulations and accept them (and in particular to familiarise himself/herself with the information regarding personal data processing in compliance with Article 13 of GDPR),
 - 2) to declare that the data provided in the registration form are accurate,
 - 3) to confirm that he/she consents to the processing of personal data, which shall include the consent to using the image or voice in the informational and promotional materials (audio, video and photo) which may be created by the Organiser during the Event;
 - 4) (optionally) to consent to the processing of his/her personal data for the purpose of being entered in the business entities database.

III. Resignation from participation

1. In order to resign from participation in the Event, the Participant is required to notify the Organiser of this fact at least 3 working days before the Event.
2. The resignation notification must be sent to the following address: lck@lcklubelskie.pl.
3. The date of the resignation receipt by the Organiser shall be considered the date of resignation.
4. If the resignation notification is received by the Organiser on a public holiday, the following working day shall be considered the date of resignation.
5. If the Event is cancelled through the fault of the Organiser, the Organiser shall notify all Participants of this fact.

IV. Personal data protection

1. The Organiser, via the etilubelskie.pl portal, shall collect the personal data of the Participants (including representatives of Institutional Participants), acting as the Personal Data Controller under the terms and conditions as stipulated herein.
2. The Lublin Conference Centre in Lublin, with its registered office at ul. Artura Grottgera 2, phone: + 48 81 718 09 00, e-mail address: lck@lcklubelskie.pl, shall act as the Personal Data Controller.

3. The Data Protection Officer can be contacted at: iodo@lcklubelskie.pl.
4. The Personal Data Controller shall take the adequate safety measures in respect of the personal data provided by the Participants. It shall protect such data in the manner defined in the binding legal regulations, including GDPR.
5. The Participants' personal data shall be processed pursuant to Article 6 (1)(a) of GDPR [consent of the data subject].
6. When registering for the Event on behalf of an Institutional Participant, its representative shall provide the following data: his/her full name, e-mail address, function, name of the entity (name of the company, association, foundation, etc.), contact phone and address of the registered office. The Participant being a natural person shall provide the following data: his/her full name and e-mail address. The invited Participant to the Innovation Gala is responsible for ensuring that the Accompanying Person participating in the Event is registered. These data are provided on a voluntary basis; however, failure to do so shall render the registration and participation in the Event impossible.
7. While registering separately for the Innovation Gala, which forms a closed element of the Event, a representative of the Institutional Participant shall provide the following data: his/her full name, e-mail address, function, name of the entity, phone and address of the registered office, whereas the Participant being an Accompanying Person shall provide his/her full name and e-mail address. These data are provided on a voluntary basis; however, failure to do so shall render the registration and participation in the Innovation Gala impossible.
8. The personal data provided by the Participants in the registration process shall be processed with the aim of:
 - 1) registering the Participant for the Event;
 - 2) verifying the Participant's identity on admission to the Event;
 - 3) confirming the participation by e-mail;
 - 4) sending messages related to the Event, in the case of changes to these Rules and Regulations, the Event Programme, etc.);
 - 5) resigning from participating in the Event, as the case may be;
 - 6) for other purposes related to the Organiser's activities, subject to the Participant's consent.
9. The Participant shall have the right to access his/her personal data, alter them, limit their processing, transfer them, as well as demand that they be erased. These rights may be exercised by submitting the adequate request to the Data Controller by e-mail to iodo@lcklubelskie.pl. The Controller may refuse to erase the data under the circumstances provided for by law.
10. The Participant shall be entitled to demand that the Controller restrict the processing in the following cases:
 - a) the data subject questions the correctness of personal data – for a period enabling the Controller to verify the correctness of such data;
 - b) the processing is unlawful, and the data subject objects to personal data erasure and demands instead that their use be restricted;
 - c) The Controller no longer needs the personal data for processing purposes, but they are required by the data subject to determine, pursue or defend his/her claims.
11. The Participant shall be entitled to receive the personal data which he/she has disclosed to the Controller, in a structured, commonly used and machine-readable format, as well as to transfer such data to any other Controller, without any impediments on the part of the Controller to whom such data have been previously provided. When exercising the right to

transfer his/her data, the Participant shall be entitled to demand that the personal data be transferred directly by the Controller to another controller where technically possible.

12. The Participant shall be entitled to withdraw his/her consent to the processing of personal data at any time. However, this shall not affect the compliance with the right to process such data before the withdrawal. Withdrawal of the consent during the Event shall be tantamount to resigning from further participation in the Event.
13. The data shall be stored by the Controller for the period necessary to complete any organisational activities related to the European Innovation Week.
14. The Participant shall be entitled to withdraw his/her consent to data processing at any time. However, this shall not affect the compliance with the right to process such data before the withdrawal.
15. The Participant shall be entitled to lodge a complaint to the supervisory body – the Personal Data Protection Office – on discovery that his/her rights have been violated.
16. The data shall not be used for any automated decision-making, including for profiling as referred to in Article 22 (1) and (4) of GDPR.
17. In the case of Institutional Participants, the rights referred to in Points 9-15 may be exercised by natural persons representing the Participants.
18. The personal data may be disclosed to entities cooperating in the Event organisation (UMWL, LAWP). If it proves necessary to determine, pursue or defend against claims, they may also be disclosed to an entity rendering legal services, a broker or an insurer.
19. Access to the data shall only be provided to persons authorised by the Controller.
20. The Participants' personal data shall be stored in a database, using the adequate technical and organisational measures ensuring the protection of the processed data, in line with the requirements stipulated in the provisions regarding personal data protection. The database, once encrypted, shall be stored on the Controller's disk.
21. The Controller reserves the right to archive the entire e-mail correspondence exchanged with the Participants, which in justified cases may be used at a later date for evidentiary purposes.
22. The Controller reserves the right to send to all the Participants e-mail notifications of any changes to these Rules and Regulations or the Event Programme, and any other information related to the Event.
23. Organiser reserves that live transmission of the Event shall take place as well as the Event shall be audio and video recorded. For the participation in the Event granting a consent to use the Participant's image and voice in these materials and for the promotional purpose of the Organiser. The Organiser can arrange photo and video sessions during the Event.

V. Responsibility of the Participants

1. All the Participants are obliged to familiarise themselves with these Rules and Regulations.
2. The Organiser shall not be held responsible for any damage caused through the Participant's fault during the Event. The Participant shall bear legal and financial liability for any damage resulting through his/her fault.

VI. Concluding provisions

1. The costs of travel and accommodation shall be borne by the Participant.
2. The Organiser reserves the right to cancel or change the date of the Event.

3. The Organiser reserves the right to introduce changes to these Rules and Regulations and the Event Programme at any time, and undertakes to publish updated information on the website dedicated to the Event. When introducing changes to the Event Programme during the Event, the Organiser shall notify the Participants of this fact on an ongoing basis via **etilubelskie.pl**.
4. In the case of changes to these Rules and Regulations, the Organiser shall notify the Participants by e-mail and shall publish the updated version of the Rules and Regulations on www.etilubelskie.pl
5. If the Participant does not accept the new version of these Rules and Regulations, he/she shall submit his/her resignation to the Organiser.
6. Any matters not regulated hereunder shall be governed by the relevant provisions of the Polish Civil Code.
7. The Rules and Regulations shall become effective on 8th august 2018.