

Rules for Recruitment of Participants and Participation in “LWOWRO” Programme

Clause 1 Definitions.

1. **SKW** – Strefa Kultury Wrocław (Wrocław Culture Zone), with the registered office in Wrocław (50-067), at ul. Świdnicka 8B, entered into the Register of Cultural Institutions (RIK) maintained by the Wrocław Municipal Government under a number RIK 37/2012, having the Tax Identification Number (NIP): 8992736581 and the National Official Business Register (REGON): 021907583.
2. **LWOWRO** – the programme intended for representatives of Lviv cultural circles, which is implemented as part of SKW International Actions with a view to attaining the purpose designated in Clause 2 hereof.
3. **Participant** – a person qualified for the participation in LWOWRO in the course of the recruitment process contemplated in Clause 4 hereof, who as at the date of filing an application is a representative of the Lviv cultural circles, engaged in the organisation of cultural projects.
4. **Applicant** – persons referred to in Clause 3 hereof.
5. **Recruitment** – a process of selecting applications during the term of a given edition, with a view to choosing Projects that will be covered by the Partner Programme by SKW as part of the SKW International Action Programme. Recruitment stages: receipt of applications, examination, publication of the list of applications selected for implementation as part of the SKW International Action Programme.

Clause 2 Purpose of LWOWRO Project.

The purpose of the LWOWRO Project is to prepare the Participants for the conscious use of instruments designed for the implementation of cultural projects and the development of competencies relating to the solicitation of recipients for cultural and creative processes, artistic events and initiatives associated with the arts and culture in general. The Participants' participation in the programme shall enable them, to a large extent, to expand their knowledge of the activities of the Wrocław cultural circles, share knowledge and information, promote knowledge of activities relating to the organisation of cultural events.

Clause 3 Eligible Applicants.

Only persons of full age (as defined in the laws of Poland) shall be eligible to participate in the LWOWRO Project, i.e. individuals who have full capacity to perform acts in law, involved in culture within Ukraine.

Clause 4 Time Limits and Rules for Recruitment to LWOWRO Project and Rules for Evaluation of Applications.

1. Applications for recruitment to the LWOWRO Project shall be filed from 03/02/2020 to 28/02/2020.
2. In order for the application to be filed, the applicant shall fill in and submit the form attached hereto as Annex no. 1.
3. Applications must be filed only via email at the following address: katarzyna.zielinska@strefakultury.pl
4. Applications shall be evaluated with regard to their contents by a committee appointed by SKW. The committee shall be composed of three employees of SKW.

5. When evaluating applications received, SKW shall take into consideration only the compatibility between the Applicant's professional profile and the purpose of LWOWRO. Based on the evaluation of applications received, SKW shall select not more than eight Participants.
6. The results of the recruitment to the LWOWRO Project shall be announced on 15/03/2020 at the latest by notification given to selected Participants via email. SKW stipulates that it shall contact only the Participants selected in the course of recruitment to the LWOWRO Project.

Clause 5 Rules for Participation in LWOWRO and Obligations of Participant and SKW

1. The Participant's participation in the LWOWRO Project shall be based on their attendance at courses organised by SKW on dates announced by SKW.
2. As part of the LWOWRO Project they shall be entitled to receive the following financial support:
 - a) Travel costs of up to PLN 500 gross to be covered or reimbursed;
 - b) Accommodation in Wrocław;
 - c) Daily allowance of EUR 20 per person for each day of stay in Wrocław as part of the LWOWRO Programme.
3. Mutual obligations of the Participant and SKW arising from the LWOWRO Project shall be set out in an agreement entered into by the aforesaid entities in the form attached hereto as Annex no. 2.

Clause 6 Personal Data Processing

1. By participating in the Recruitment (filing the Application pursuant to Clause 4(1)), the Participant who is an individual consents – by completing an appropriate form – to personal data of the Applicant (and of persons acting on behalf of the Applicant or using the Applicant's name, as in the event of unofficial groups) being used pursuant to the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("the GDPR"), provided, however, that such data is disclosed in the course of the Recruitment and in connection with its process. In order to participate in the Recruitment, the Applicant shall provide SKW with personal data which includes, but is not limited to: first and last name, address of domicile, address of permanent residence, telephone number and email of the Applicant (and of persons using the Applicant's name, as in the event of unofficial groups), and for the purpose of concluding the agreement: personal identification number (PESEL) and/or ID card number. SKW stipulates that personal data relating to persons who have successfully undergone the Recruitment process, namely their first and last name, may be published on the website www.strefakultury.pl.
2. By sending an application, the Applicant, on the basis of separate consent, may further agree to their data provided to SKW being used for the purpose of sending to the Applicants advertising and commercial materials, information regarding future recruitments, competitions and for the purposes of questionnaire survey conducted by SKW or entities co-operating with SKW.
3. SKW or entities engaged by it will process personal data relating to the Applicants (and persons using the Applicant's name, as in the event of unofficial groups)), using appropriate security measures which comply with the requirements of the Polish and European law for the purposes of the Recruitment and in connection with the performance of the provisions hereof, including, without limitation, to communicate with the Applicants and publish the Recruitment results (Article 6(1)(a) and (b) of the GDPR) for a time period necessary for the Recruitment process, not longer, however, than a period for which SKW is obliged to keep documentation relating to the Recruitment process, and after the said period, in order to fulfil the obligations of the data controller to keep financial and bookkeeping documentation pertaining to the Recruitment process (Article 6(1)(c)) for a time period necessary for fulfilling the aforesaid obligation, and on the basis

- of the legitimate interests of the data controller, including marketing activities, establishing and pursuing claims, the right to document its own operations (Article 6(1)(f) of the GDPR).
4. The Data Controller of personal data is Strefa Kultury Wrocław. The aforesaid data will be kept at the data controller's place of business in Wrocław (50-079) at ul. Ruska 46B. The Data Protection Officer appointed by SKW is Sebastian Sobecki (contact details: iod@strefakultury.pl); current contact details of the SKW's DPO are available on: www.strefakultury.pl.
 5. SKW ensures the exercise of rights arising from the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("the GDPR"), and in particular, enables the Applicants to access their own personal data and exercise the right to correct and rectify the same; it further informs the Applicants of their right to lodge a complaint of unlawful data processing with a supervisory authority (the President of the Office for Personal Data Protection) or make an objection as to the personal data processing pursuant to Article 6(1)(e) and (f) of the GDPR on account of special circumstances pertaining to the data subject and of their right to request that processing be restricted, data be erased and moved in a structured, commonly used and machine-readable format, and of the right to withdraw their consent at any time, where such withdrawal does not affect the lawfulness of processing based on consent granted before its withdrawal, however, a request to refrain from processing personal data to an extent necessary for participation in the Recruitment (namely data requested in the Application) is construed as a decision not to participate. In the event that the consent for data processing has been withdrawn, or where the period for which the same was granted has expired, SKW will have the right to process personal data pertaining to the Applicant solely for a time period and to an extent permitted by generally applicable legal regulations, including as set out in Subclause 3.
 6. SKW, in pursuance of the purpose of processing, including with a view to implementing the provisions hereof, may provide personal data to entities collaborating with SKW in order to achieve the purpose of processing, which includes organising the Recruitment and pursuing the Programme. Such entities shall have the full right to use the said data to the extent to which consent for its processing was given to SKW.
 7. The Applicant will send all communications relating to the processing of personal data at the following address: **Strefa Kultury Wrocław, ul. Świdnicka 8B, 50-067 Wrocław** (please make a note "Dane Osobowe" (Personal data)) or at the email address: [**iod@strefakultury.pl**](mailto:iod@strefakultury.pl) (please include the following information in the subject of your message: "Dane Osobowe" (Personal data)).

Clause 7 Miscellaneous

1. Any amendment to these Rules must be made in writing and enters into force on a date of announcement. No amendment to these Rules shall have effect on applications filed in the course of recruitment process prior to the effective date of such amendment, provided that the introduction of such amendment affects the rights of the Applicants who had filed such applications.
2. In the event of a change in the address for correspondence, the Applicant shall immediately advise SKW of such a change, otherwise SKW shall be released from liability for the delivery to the Applicant of communications relating to the implementation of these Rules.
3. Any matters which have not been covered herein shall be governed by appropriate provisions of the Polish Civil Code and other Polish laws and regulations.
4. The Rules shall enter into force on 27/01/2020.

Strefa Kultury Wrocław
ul. Świdnicka 8B
50-067 Wrocław
tel. 71 712 75 75

sekretariat.barbara@strefakultury.pl
www.strefakultury.pl
NIP: 899-273-65-81

Annexes:

1. Application form.
2. Agreement form for Participant.