

## Regulations

### Pilecki Institute International Teachers and Educators Program 2023

#### §1

The present Regulations, hereinafter referred to as “Regulations”/”Program Regulations”, concern the participation in the project “Pilecki Institute International Teachers and Educators Program” (ITEP), which is organized by the Witold Pilecki Institute of Solidarity and Valor with its seat in Warsaw at 17 Foksal Street, 00-372 Warsaw, a research institute entered in the Register of Entrepreneurs of the National Court Register kept by the Regional Court for the Capital City of Warsaw in Warsaw, XII<sup>th</sup> Economic Affairs Division of the National Court Register, under KRS number 0000713483, holder of NIP tax identification number 5252735962 and of REGON statistical identification number 369236544, hereinafter referred to as “the Institute” or “the Organizer”.

#### §2

The Pilecki Institute International Teachers and Educators Program, hereinafter referred to as “the Program” or “ITEP”, is a professional training program intended for teachers and educators, expanding their skills related to teaching the history of the twentieth century, with a particular emphasis placed on teaching the history of totalitarian regimes.

#### §3

1. The Program comprises an online conference on education about totalitarian regimes in 20<sup>th</sup>-century Europe and the war in Ukraine, which is to be held on 12–14 May 2023, and a series of online seminars.
2. The dates and topics of seminar meetings will be determined together with the participants of the Program after the conference.
3. Participants will receive certificates confirming their participation in the Program. In order to receive the certificate, participants are required to attend at least 80% of the classes (online conference).
4. The Organizer reserves the right to amend and change the dates of the individual stages of the Program at his discretion, by communicating the changes to the participants in advance.
5. The language of the Program shall be English.

#### §4

Participation in the Program is free of charge.

#### §5

1. Those participants may attend the Program who sign up using the application form and are accepted during the recruitment process.
2. The following may participate in the Program:
  - History teachers, social studies teachers, political science teachers and teachers of other humanities,
  - Employees of history museums,
  - Employees of remembrance sites,
  - Employees of cultural centers,
  - Individuals who teach academic courses on topics related to history, philosophy, politics and education,
  - Educators from institutions dealing with history and culture education.
3. Participants shall be qualified to take part in the Program by the ITEP Coordination Team. The decisions are made based on the application form, with the following taken into consideration, without limitation: candidate's interests, professional experience, English skills.
4. Participants who have completed the Program may seek qualification for subsequent editions of the Program. Participants who have completed the Program may apply for a visit, by the Institute's educators, at their site, to hold a workshop or give a lecture, or may apply for a remote workshop to be held at their site by the Institute's expert.
5. Participants who have completed the Program may use the materials provided, in the course of the Program, by the Institute, while teaching at their schools or other educational centers, or while offering guided tours of other facilities (e.g. a museum), unless it has been expressly stated to the contrary.
6. Some materials available during the training sessions are not covered by the right of distribution and use by the participants during their educational work. In such a case, the participants shall be informed about any applicable restrictions. Particularly, all materials gathered by the Lemkin Center are not covered by the right of distribution.
7. Each participant shall receive an electronic certificate confirming their participation in the Program, stating the topics of the workshops completed and the number of hours

spent to complete the Program. Upon request, the Organizer may send, at his own cost, a paper version of the certificate by post to the address indicated by the participant.

8. In all organizational matters, please contact the Program's coordinator, by e-mail, at [itep@instytutpileckiego.pl](mailto:itep@instytutpileckiego.pl).

## §7

Once the application forms submitted by the participants have been examined and the final list of the participants has been approved by the Coordination Team, all those who submitted their application forms will receive an e-mail message stating whether they have been qualified for the Program.

## §8

1. In order for the application to participate in the Program to be approved, the terms and conditions of these Regulations need to be accepted and the participant must give consent to the processing of their personal data by the Organizer, as well as give consent for recording of the participant's image and its subsequent use and dissemination in connection with the Pilecki Institute International Teachers and Educators Program 2023 (Attachment no 1).
2. By submitting (sending in) the form through the website of the Organizer, applicants declare that they have familiarized themselves with the terms and conditions of processing of personal data in connection with their application to the Program, and further grant their consent to the processing of their personal data contained in the application form or in other submitted materials, and also in connection with making recordings of the conference and training, this pursuant to and for the purposes set forward in the present Regulations. A specimen of the declaration constitutes Attachment No. 1 to the Regulations and concerns the provision of consent to the processing of the personal data of individual candidates/participants; candidates shall acquaint themselves with the said, and, having signed the declaration, send it in through the on-line form together with their application, or in the form of an e-mail at [itep@instytutpileckiego.pl](mailto:itep@instytutpileckiego.pl), or via post at the address of the Organizer.
3. The conference and training may be recorded by the Institute, and therefore by his/her participation in the Program the participant consents to the recording of his/her image, and also to the usage and dissemination of his/her image in connection with utilization by the Institute of the conference or training materials thus recorded in any of the channels of

communication used by the Institute (website of the Institute, social media, and printed materials, including promotional materials), and in particular on the Internet and for the educational, informational and promotional activities of the Institute. The consent form constitutes Attachment No. 2 to the Regulations and candidates shall acquaint themselves with the said, and, having signed the declaration, send it in through the on-line form together with their application, or in the form of an e-mail at [itep@instytutpileckiego.pl](mailto:itep@instytutpileckiego.pl), or via post at the address of the Organizer.

4. Non-acceptance of the Regulations and the lack of consent to the processing of personal data by any candidate shall render it impossible for the Organizer to accept an application form.
5. The Organizer hereby notifies of the following principles governing the processing of personal data submitted by applicants/participants:

Pursuant to the provisions of Article 13 of the General Data Protection Regulation of 27 April 2016 (Journal of Laws of the EU L 119 of 4 May 2016), we hereby inform that:

1. the controller of your personal data submitted as an applicant (participant) is the Witold Pilecki Institute of Solidarity and Valor with its seat in Warsaw at 17 Foksal Street, 00-372 Warsaw,
2. we have designated a Data Protection Officer who may be contacted:
  - by regular mail at the address: Instytut Solidarności i Męstwa im. Witolda Pileckiego, ul. Foksal 17, 00-372 Warszawa,
  - by e-mail: [iodo@instytutpileckiego.pl](mailto:iodo@instytutpileckiego.pl)
3. The personal data of participants/applicants referred to in the Regulations and obtained in connection with the submission of applications for participation in the Program and the implementation of the Program shall be processed for the following purposes:
  - connected with participation in the Program,
  - connected with the pursuit of possible claims or damages,
  - responding to letters, proposals, and complaints,
  - providing responses under proceedings pending.
4. The following constitute the legal basis for the processing of the personal data of participants referred to hereabove:
  - consent to participation in the recruitment process for the Program and in the Program itself, this in accordance with the Program Regulations and the Recruitment Regulations (Article 6, Subparagraph 1, Letter a of the GDPR Regulation),

- necessity of performing activities connected with the application, with qualification for the Program, and with implementation of the Program, and also of all other activities connected with participation in the Program or in connection with making recordings of the conference and training, that is activities following from the legally justified interests of the controller (Article 6, Subparagraph 1, Letter f of the GDPR Regulation),
  - necessity of ensuring fulfillment of a legal obligation incumbent upon the controller (Article 6, Subparagraph 1, Letter c of the GDPR Regulation),
5. The provision of personal data is voluntary, however it is required for the purpose of participation in the Program.
  6. The personal data referred to in the Regulations and obtained in connection with the submission of applications may be further passed on to the following:
    - data processors processing the said upon the instruction of the Institute, these being in particular providers of IT services, advisors, and other bodies providing services in favor of the Institute,
    - public bodies and subjects authorized to obtain personal data in accordance with currently valid legal provisions, for example courts of law, law enforcement agencies, or state institutions, whenever these so request pursuant to a relevant legal basis.
  7. Personal data shall not be transferred to third countries or to international organizations.
  8. The period for which the personal data referred to hereabove shall be processed will depend on the purpose for which the data are processed. The period for which said personal data shall be stored will be calculated on the basis of the following criteria:
    - duration of the Program and the period of execution by the Institute of activities connected with the Program,
    - provisions of law that may obligate the Institute to process personal data for a specified period of time,
    - the period necessary to defend the interests of the Institute.
  9. The Institute hereby notifies that as a participant you are entitled to:
    - access your personal data,
    - request the correction or supplementation of your personal data if the said are inaccurate or incomplete, respectively,
    - request that your personal data be removed,
    - request that the processing of your personal data be restricted,
    - lodge an objection against the processing of your personal data,

- transfer your personal data,
  - lodge a complaint with the personal data protection supervisory authority, i.e. the President of the (Polish) Personal Data Protection Office.
  - If your personal data are processed on the basis of your consent as an applicant/participant, you shall be entitled to withdraw such consent at any time. Your withdrawal of consent shall not affect the legality of processing performed on the basis thereof prior to said withdrawal. You may withdraw your consent by the submission of a declaration informing of your withdrawal of consent to either the correspondence address or the e-mail address of the Institute.
10. We would further like to inform that we do not employ automated decision-making systems, and specifically that we do not use profiling.

§ 9

1. The Organizer reserves the right to amend these Regulations. Any amendments introduced to the Regulations by the Organizer shall enter into effect after their publication on the website of the Pilecki Institute.
2. All matters not regulated herein shall be governed by provisions of the Polish Civil Code and by other applicable Polish provisions of law.

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*date/place/signature*