

## Regulations

### Pilecki Institute International Teachers and Educators Program 2022

#### §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 the teaching the history of totalitarian regimes.

#### §3

1. There are two stages of the Program: Basic and Master.
2. The Program’s Basic stage comprises an online conference focusing on education about totalitarian regimes in 20th century Europe, to be held on 13-15 May 2022, and a post-conference assignment under which an essay is to be written dealing with the manner in which issues related to totalitarian regimes in 20th-century Europe are taught in the participant’s country.
3. Basic stage participants will receive certificates confirming completion of the Basic stage of the Program. In order to receive the certificate, participants are required to: attend at least 80% of the classes (online conference) and submit to the Organizer, by the 29<sup>th</sup> of May 2022, an essay dealing with the manner in which issues related to totalitarian regimes in 20th century Europe are taught in the country in which the participants are working.

4. The Program's Master stage shall commence once the Basic stage has been completed. The participants qualified for the Master stage shall be invited to pay a study visit to Poland in the summer of 2022.
5. The qualification to the Master stage will be based on the participant's activity during the online conference and the essay competition. The qualification of the participants will be decided by the Program Committee composed of the Institute's employees. The Committee's decision is final and may not be appealed.
6. The Institute shall cover the expenses of the study visit, i.e. the cost of accommodation and board, and shall reimburse the travel expenses, up to the amount communicated to the participants by 31 May 2022 at the latest.
7. The Basic stage of the Program is expected to last between 13 to 29 May 2022, and the Master stage of the Program from July 2022 to August 2022. 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.
8. The language of the Program shall be English.

#### §4

Participation in the Program is free of charge. The Organizer shall cover the cost of the study visit to Poland, i.e. the cost of accommodation and board, the cost of transfers in Poland and the cost of training materials. The Organizer shall reimburse the documented cost of the trip from the country of residence of the Master stage participant (return ticket) paying the study visit to Poland, in accordance with the rules on financing such expenses in place at the Organizer's and in compliance with the provisions of § 5 of these Regulations.

#### §5

1. The cost of traveling to and from the location at which the training session (study visit) is to be held shall be reimbursed to the participant's bank account after submitting, to the e-mail address of [itep@instytutpileckiego.pl](mailto:itep@instytutpileckiego.pl), the following documentation confirming the amount of the costs borne and the dates of trips from and to the country of the participant's residence, in connection with the participant's participation in the Program in Poland:

- a. Tickets or receipts confirming their purchase
- b. Translation of tickets or receipts into English or Polish, authenticated by means of a legible signature of the Participant
- c. Travel expense reimbursement form, filled out and signed by the participant, stating, inter alia, the following:
  - I. Costs borne
  - II. Origin and destination
  - III. Date of the trip
  - IV. Bank account number
  - V. IBAN and SWIFT numbers

Travel expenses shall be reimbursed up to amounts that the participants will be informed of in due advance (§ 3.5).

Only those travel expenses shall be reimbursed that relate to traveling:

- By air - in economy class (or other – the cheapest class available)
- By rail - in 2nd class
- By bus

2. Participants visiting Poland shall stay in double or triple hotel rooms. Single rooms will be assigned in extraordinary situations only, upon approval of the Program's coordinator and subject to their availability at the training center chosen by the Organizer.
3. The Organizer shall not be held liable for any baggage or equipment stored in the rooms, left at the conference rooms or on means of transportation.
4. The Organizer shall not offer any travel or health insurance.

## §6

1. Those participants may attend the Basic stage of 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,
  - Educators from institutions dealing with history and culture education.
3. Participants shall be qualified to take part in the Basic stage of the Program by the ITEP Coordination Team and by the Management of the Pilecki Institute. 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. In order to be qualified for the Master stage of the Program that consists in paying a study visit to Poland (on-site training), the participants need to complete the Basic stage of the Program and need to express their willingness to participate in the Master stage. Participants shall be qualified to take part in the Master stage of the Program by the Program Committee, following verification and assessment of expert essays written at the Basic stage of the Program.
  5. Participants who have completed the Basic stage of the Program may seek qualification for subsequent editions of the Program. Participants who have completed the Program may apply for a visit, by the 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.
  6. 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.
  7. 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.
  8. Each participant shall receive a certificate confirming their participation in the Program, stating the stages completed and the number of hours spent to complete the Program.

9. 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 Institute's Director, all those who submitted their application forms will receive an e-mail message stating whether they have been qualified for or refused to take part in the Basic stage of the Program (provided that all formal requirements have been complied with). Participants shall be informed, in a similar manner, by the Program's committee, of being qualified to take part in the Master stage of the Program. The decision of the committee and the Institute's Director shall be final and cannot be appealed against.

## §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 (Attachment no 1 ), 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 2022 accordingly the consent form which is the Attachment no 2 to the Regulations.
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, both on-line and intramural, may be recorded by the Institute, and therefore by his 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 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 failure to send in a declaration 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 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) (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 and for the purpose of utilizing works and materials submitted by participants (within the framework of the post-conference task – an essay, a script).
- 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, including the utilization of works and materials submitted by participants (within the framework of the post-conference task), 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 Project.

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, this including the period of utilization of the works and materials submitted by participants.
- 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.



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. In 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/city/signature*

Attachment No. 1 – informational clause concerning the protection of personal data and declaration of consent to the processing of personal data in connection with an application for participation in the “Pilecki Institute International Teachers and Educators Program 2022” Project

....., ..... 2022

### Declaration

on the provision of consent to participation in the recruitment process and in the Project, and to the processing of personal data for purposes connected with qualification for (recruitment) and participation, following qualification, in the “Pilecki Institute International Teachers and Educators Program 2022” Project

I hereby provide my consent to participation in the “Pilecki Institute International Teachers and Educators Program 2022” project, and also my voluntary and informed consent to the processing of my personal data contained in the application and other materials submitted by myself ....., as well as my image, this in accordance with the provisions of:

- Article 6, Subparagraph 1, Letter a of 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) (Journal of Laws of the EU L 119 of 4 May 2016), that is my consent to the processing of my personal data by the Organizer of the Program, this being 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, 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”

– for cultural, educational, informational and promotional purposes connected with the implementation of the “Pilecki Institute International Teachers and Educators Program 2021”

Project, including purposes necessary for the assessment and qualification of applications – the recruitment process – and for participation in the Program, including the usage of materials created during said Program, and also in connection with making recordings of the conference and training.

I hereby declare that I have familiarized myself with the informational clause concerning the protection of personal data

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*date/city/signature*

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#### INFORMATIONAL CLAUSE CONCERNING THE PROTECTION OF PERSONAL DATA

Pursuant to the provisions of Article 13 of 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) (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) and that 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 and for the purpose of utilizing works and materials submitted by participants (within the framework of the post-conference task) and also in connection with making recordings of the conference and training.
  - 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, including the utilization of works and materials submitted by participants (within the framework of the post-conference task), 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),

The provision of personal data is voluntary, however it is required for the purpose of participation in the Project.

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.
- 5) Personal data shall not be transferred to third countries or to international organizations.
- 6) 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, this including the period of utilization of the works and materials submitted by participants.
  - 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.
- 7) 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.
- 8) We would further like to inform that we do not employ automated decision-making systems, and specifically that we do not use profiling.

Attachment No. 2- declaration form of consent to the recording of the participant’s image and its subsequent use and dissemination in connection with the Pilecki Institute International Teachers and Educators Program 2022

.....2022

Declaration

of consent to the recording of the participant’s image and its subsequent use and dissemination in connection with the Pilecki Institute International Teachers and Educators Program 2022

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*name and surname, phone no., e-mail*

I hereby provide my consent to the Program Organizer – the Witold Pilecki Institute of Solidarity and Valor with its seat in Warsaw at Foksal Street 17, 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, 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” – to the recording of my image in connection with my participation in the Pilecki Institute International Teachers and Educators Program 2022, including as part of conferences and tutorials, conducted both online and in a traditional form, as well as to the use and dissemination by the Institute of my image registered in video recordings, on photographs or in other similar materials, in all communication channels (the Institute’s website, social media or printed materials, including promotional materials), especially on the Internet, for educational, informational or promotional purposes of the Institute.

I hereby declare that the use and dissemination of such recordings of my image / materials by the Institute for the above-specified purposes does not infringe my personality rights. I also authorize the Institute to introduce changes and modifications in such materials, as well as to grant consent for such use / dissemination to third parties.

I hereby declare that I have familiarized myself with the GDPR information clause.

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*date / place / signature*