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**Regulations for the Selection to  
CIVICA CONNECT: SPORT, CULTURE & INCLUSION FESTIVAL  
and  
CIVICA TRAINING ON INCLUSION**

organized under the project

**“CIVICA 4All: Inclusivity, Accessibility and Activity in European  
Universities”**

Funded by the European Union under the European Funds for Social  
Development (FERS) within the NAWA programme – Support for  
European Universities



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## §1 General Information

1. The organizer of CIVICA CONNECT: SPORT, CULTURE & INCLUSION FESTIVAL (hereinafter: the *Festival*) and CIVICA TRAINING ON INCLUSION (hereinafter: the *Training*) is the SGH Warsaw School of Economics (hereinafter: *SGH*).
2. The Festival will take place on 24–27 June 2026.
3. The Training will take place on 25 June 2026 as part of the Festival.
4. The venue of the Festival and the Training will be selected through a procurement procedure.
5. The language of the Festival is English.

## §2 Festival Participants

1. Participants of the Festival may include students or administrative, teaching, research, or research-and-teaching staff employed exclusively at universities belonging to the CIVICA consortium, namely:
  1. Bocconi University,
  2. Central European University,
  3. European University Institute,
  4. Hertie School,
  5. IE University,
  6. National University of Political Studies and Public Administration,
  7. Sciences Po,
  8. SGH Warsaw School of Economics,
  9. Stockholm School of Economics,
  10. The London School of Economics and Political Science,provided that they hold the above status at least from the moment of application submission until the last day of the Festival.
2. A minimum English proficiency level of B2 is required (no certificate required).
3. Festival participants are required to complete a preference form provided by the Organizer, indicating activities with limited capacity. Allocation to such activities will be made based on the submitted forms.
4. Due to the conditions set out in the project funding agreement, the minimum number of participants in CIVICA TRAINING ON INCLUSION (hereinafter: the *Training*) is 40. Partner universities nominating Festival participants in accordance with §3 are



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required to designate, within their allocated quota, four persons who will participate in the Training on 25 June.

5. Training participants are required to take part in the evaluation process by completing questionnaires provided by the Organizer before and after the Training. The data collected will be used solely for evaluation purposes and to assess learning outcomes and competence acquisition. Personal data enabling identification will be used only to assess individual progress.
6. The questionnaires referred to in §1 pt. 5 will include open and/or closed questions developed by the Training provider to assess knowledge related to inclusivity and sports for persons with disabilities. The Organizer will ensure appropriate conditions for all participants, taking into account individual needs.

Participants attending the Training as a form of competence development in accordance with NAWA documentation are required to complete project-related documents (specified in Annex 3) in the time and form indicated by the Organizer, but not earlier than after receiving confirmation of qualification for participation in the project.

### **§3 Selection Procedure**

1. The Organizer grants CIVICA partner universities the right to nominate participants for the Festival, subject to paragraph 2.
2. Nominations should respect principles of equality and diversity, aiming at balanced participation of:
  - (a) students;
  - (b) administrative staff;
  - (c) research, teaching, and research-and-teaching staff.

In particular, each university should nominate at least 3 representatives from group (a).

3. To ensure equal number of participants from each CIVICA university, the Festival organizer will allocate an equal number of places to each partner university within the alliance. In the event of a lack of interest in participating in the Festival from any partner university, the organizer reserves the right to appropriately adjust the number of participants that may be nominated by the remaining CIVICA universities, based on the level of their involvement in other activities carried out within the NAWA CIVICA 4All project: Inclusion, Accessibility and Activity in European Universities, including their interest in participating in the Training organized as part of the Festival.
4. Within the allocation of places for the Festival assigned to the SGH Warsaw School of Economics, a limit of 60 students and 25 staff members is established, including (a) administrative staff or (b) research, teaching, and research-and-teaching staff.
5. The Organizer reserves the right to nominate additional persons necessary for Festival activities.



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6. Registration of nominated participants is based on submissions in an IT system by partner university representatives coordinating local selection.
7. The selection of participants for the Training from among those nominated to take part in the Festival will be made on the basis of the applications described in point 6.
8. Withdrawal from the Training is equivalent to withdrawal from the Festival.
9. Applications must include at least:
  1. full name,
  2. contact details (email address, phone number),
  3. gender,
  4. home university within CIVICA,
  5. status at the university (student or type of staff),
  6. declaration regarding participation in the Training,
  7. request for travel cost coverage under the project.
10. A form will be sent to the registered participants to collect the data necessary for organizing the Festival and the Training, as well as to include a declaration confirming that they have read and accepted these regulations.
11. If a participant fails to complete the form within the deadline specified in the information provided by the Organizer (not shorter than 3 working days), the Organizer has the right to remove the qualified candidate from the list of participants.
12. In the case referred to in §3 point 11, as well as in the event of a later withdrawal by any participant with sufficient notice before the Festival and the Training, the task coordinator may add an additional person or persons to the list of participants, following the rules set out in §3 points 2–4.

#### **§4 Financing of Travel and Participation Costs**

1. Participants designated to have their travel costs financed from the project funds are required to submit, by email, information regarding:
  - 1) the preferred means of transport (train or plane; financing of other forms of transport is not possible),
  - 2) preferred connections (date of travel, time and place of departure, and time and place of arrival),
  - 3) other data necessary for booking and purchasing the ticket.
2. The total travel costs may not exceed the amount of PLN 150,000 budgeted in the project. The number of participants from partner institutions whose travel will be financed should take this limitation into account.

3. Based on estimates taking into account the limitations described in §4 point 2, each partner university is allocated up to 8 places for Festival participants whose travel and participation costs will be covered, and additionally 3 places for participants whose Festival participation costs only (excluding travel costs) will be covered.
4. If not all funds allocated for covering travel costs are used, it is possible to finance travel for participants beyond the limits specified in §4 section 3. The decision shall be made by the task coordinator, taking into account a transparent and fair distribution of places among the partner universities.
5. The Organizer will cover the travel and accommodation costs of the Festival and Training participants in accordance with the provisions of §4 points 1 - 4. These costs are financed under a project funded by the Polish National Agency for Academic Exchange (NAWA), which entails an obligation for SGH to comply with strict financial discipline rules. Participants are requested to make every effort to attend the Festival as planned. If a participant is unable to attend the Festival and does not arrive as planned, the Organizer reserves the right to request reimbursement of travel costs to the extent that such costs are non-refundable by the carrier and could not reasonably have been mitigated.
6. Reimbursement of costs will not be requested if the participant's inability to attend results from force majeure, provided that the Organizer is informed without undue delay and that such circumstances are duly documented. For the purposes of this policy, "force majeure" means an external, unforeseeable, and unavoidable event beyond the reasonable control of the Participant, including, but not limited to, a serious illness supported by medical documentation, an accident, a natural disaster, significant travel disruptions (such as a flight cancellation by the carrier), or government restrictions preventing travel. Participants are encouraged to provide reasonable documentation confirming such circumstances as soon as possible.

## §5 Additional Information

1. Participants must respond promptly to emails from the Organizer. Communication issues may result in removal from the participant list or cancellation of funding decisions.
2. Any questions regarding the event may be directed to the email address [azolad@sgh.waw.pl](mailto:azolad@sgh.waw.pl). In order to receive a response as quickly as possible, it is recommended to include "CIVICA Festival" in the subject line of the email.

## §6 Equality, Non-Discrimination and Accessibility Standards

1. The Festival and Training will be organized in accordance [with EU equality principles for 2021–2027](#), including accessibility standards ([Annex 2](#)).
2. The Organizer declares familiarity with and application of accessibility standards, in particular the Training Accessibility Standard, the Information and Promotion Standard, and the Digital Standard.



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3. The Festival and Training will be organized and conducted in accordance with the principle of equal opportunities and non-discrimination, as well as respect for diversity, ensuring equal access to participation for all individuals, regardless of gender, age, origin, skin color, language, religion, beliefs, political views, membership in a national minority, socio-economic status, disability, or any other distinguishing characteristics.
4. The Organizer ensures compliance with the principle of gender equality at all stages of the organization and implementation of the Festival and Training.
5. The Festival and Training will be implemented in a manner enabling the participation of persons with various disabilities and specific needs, through the preparation of activities adapted to different abilities of participants, as well as other forms of ensuring accessibility depending on individually reported needs and the Organizer's capabilities.
6. Individual special needs should be reported in advance to allow the Organizer to provide the Festival and Training participant with the most appropriate form of support.
7. In the event that special needs are reported, the Organizer reserves the right to contact the participant in order to individually determine and specify the appropriate means of ensuring accessibility.
8. The wording used in the announcement and in all legal acts related to the recruitment of participants shall comply with the principles of equality and diversity.

## **§7 Final Provisions**

1. These Regulations enter into force on the date of publication and remain valid until 27 June 2026 or until amended or revoked.
2. The Organizer of the Festival and Training reserves the right to amend these Regulations.
3. In case of disputes, the Project Manager makes the final decision.
4. Candidates applying to participate in the Training are required to read these Regulations.

## Information on the Processing of Personal Data by SGH Warsaw School of Economics

### 1. Controller

The controller of personal data is the SGH Warsaw School of Economics, with its registered office at al. Niepodległości 162, 02-554 Warsaw, hereinafter referred to as *SGH*.

### 2. Data Protection Officer

The Controller has appointed a Data Protection Officer, who can be contacted via email at: [iod@sgh.waw.pl](mailto:iod@sgh.waw.pl).

### 3. Purpose and Legal Basis for Processing Personal Data

Personal data will be processed for the purpose of organizing your participation in CIVICA CONNECT: SPORT, CULTURE & INCLUSION FESTIVAL (hereinafter: the *Festival*) and CIVICA TRAINING ON INCLUSION (hereinafter: the *Training*), on the basis of Article 6(1)(e)<sup>1</sup> of the GDPR and the provisions of the Act of 20 July 2018 – Law on Higher Education and Science<sup>2</sup>.

Your personal data will also be processed for the purpose of organizing and implementing the project under the “Support for European Universities Programme”, financed by the European Funds for Social Development 2021–2027, in particular for the purposes of confirming the eligibility of expenditure, providing support, monitoring, fulfilling reporting obligations, and undergoing control or audit. Personal data will be processed on the basis of Article 6(1)(c) of the GDPR, Article 9(2)(g) of the GDPR, and the provisions of the Act of 28 April 2022 on the principles of implementing tasks financed from European funds in the financial perspective 2021–2027<sup>3</sup>.

### 4. Information on Recipients of Personal Data

a) Personal data will be disclosed to the Polish National Agency for Academic Exchange (NAWA) as a separate data controller for the purposes of fulfilling reporting obligations and in the event of control or audit.

b) Where the Controller uses services of other entities, personal data may be disclosed to them under personal data processing agreements, and such entities will be obliged to maintain the confidentiality of the processed data.

### 5. Obligation to Provide Personal Data

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<sup>1</sup> 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) (OJ EU L 119, 4 May 2016, p. 1, as amended).

<sup>2</sup> Consolidated text: Journal of Laws of 2024, item 1571, as amended.

<sup>3</sup> Journal of Laws of 2022, item 1079, as amended.



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Providing personal data is a necessary condition for participation in the Festival and the Training. Refusal to provide such data will result in the inability to participate in the project.

## **6. Data Retention Period**

Personal data will be processed for the period required for the storage of project documentation for archiving purposes, in accordance with applicable laws and project rules.

## **7. Rights Related to the Processing of Personal Data**

You have the right to access your data, to rectify it, to erase it in cases provided for by law, and to restrict its processing.

Furthermore, where personal data is processed on the basis of Article 6(1)(e) of the GDPR, you have the right to object to the processing on grounds relating to your particular situation. No decisions will be taken based solely on automated processing, including profiling, within the meaning of Article 22 of the GDPR.

## **8. Information on the Right to Lodge a Complaint**

You have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office (PUODO), if you consider that the processing of personal data violates the GDPR.

Additionally, please be informed that photographs will be taken during the event for documentation purposes and may be published on SGH websites.

## Appendix No. 1 – Festival Programme

**PRELIMINARY PROGRAMME**  
**CIVICA CONNECT: SPORT, CULTURE & INCLUSION FESTIVAL**  
and  
**CIVICA TRAINING ON INCLUSION**  
June 24–27, 2026  
SGH Warsaw School of Economics

**Wednesday, June 24, 2026**

**Location:** SGH, Main Building, Al. Niepodległości 162

TIME	ACTIVITY
14.00 – 15.30	Arrival and participant registration
from 16.00	Bus departures to the event venue
After arrival and accommodation	Dinner and networking

**Location:** TBA

**Thursday, June 25, 2026**

TIME	ACTIVITY
7.00 – 10.00	Breakfast
10.00 – 14.00	Sports activities   CIVICA Training On Inclusion
14.30 – 15.30	lunch
15:30	Sports and cultural activities
19.30	Dinner and networking

**Friday, June 26, 2026**

TIME	ACTIVITY
7.00 – 10.00	Breakfast
10.00 – 14.00	Sports activities
14.30 – 15.30	Lunch
15:30	Sports and cultural activities
19.30	Dinner

**Saturday, June 27, 2026**

TIME	ACTIVITY
7:00 – 10:00	Breakfast
~10:00	Check-out and return to Warsaw

## Annex 2 – Agenda of the Training

Module	Time	Objectives	Knowledge	Skills	Social competences
<b>Theoretical part with examples (2 hours)</b>					
<b>Introduction to the concept of inclusion through sport and physical activity</b>	2 h	Understanding the fundamentals and concepts of inclusive physical education and sport	Knows key concepts and terminology related to inclusion through sport	Is able to provide examples of implementing inclusion in sport and physical activity	Understands the importance of inclusive physical education in a social context
<b>Theoretical part with examples (4 h)</b>					
<b>Mobility and wheelchair movement, including overcoming architectural barriers</b>	1 h	Learning safe use of an active wheelchair	Knows methods of wheelchair propulsion and ways of overcoming architectural barriers	Is able to use a wheelchair for movement during physical activity	Understands the importance of implementing wheelchair mobility to increase engagement in physical activity among people with disabilities
<b>Ways of movement and mobility for people with visual impairments</b>	1 h	Acquiring knowledge about limitations in physical activity resulting from visual impairments	Knows methods of communication with people with visual impairments and basic principles of organizing physical activity	Is able to adapt types of physical activity to include people with different levels of visual impairment	Understands the importance of increasing physical activity among blind and visually impaired individuals to improve their quality of life

<p><b>Transfers to and from a wheelchair, assisting a person with limited mobility</b></p>	<p>1 h</p>	<p>Learning basic principles of assisting a person using a wheelchair</p>	<p>Knows methods of transferring to a wheelchair in various physical activity situations</p>	<p>Is able to safely (for both the person with a disability and the assistant) perform transfers to and from a wheelchair</p>	<p>Is aware of the need to assist wheelchair users in order to enable their participation in physical activity</p>
<p><b>Inclusive games for people with disabilities (boccia)</b></p>	<p>1 h</p>	<p>Learning the principles of organizing the game and its rules</p>	<p>Knows the rules of the game and its potential benefits for participants</p>	<p>Is able to mark out a court and organize a boccia game in an inclusive way</p>	<p>Is aware of the possibilities of adapting the rules of the game to include people with different types of disabilities in physical activity</p>

## Annex No. 3 – Documents Required by NAWA

### DECLARATION OF PARTICIPATION IN THE PROJECT

PROJECT DATA	
Project details of the National Agency for Academic Exchange	Title of the Agency's Project " " Agency Project Number ... European Funds for Social Development 2021-2027, Measure 01.05 Skills in Higher Education
NAWA Program Name and Announcement Year of Announcement	
Name of NAWA Beneficiary	
Beneficiary's Project Title NAWA	
Beneficiary project numer NAWA	

I, the undersigned:

First name	
Last name	
Personal identification number (if applicable)	

declare my voluntary participation in the Agency's Project on the terms specified in the Recruitment Regulations for the NAWA Beneficiary's project.

Furthermore, I declare that:

1. I have read the rules for recruitment and participation in the NAWA Beneficiary's project, contained in the NAWA Beneficiary's Recruitment Regulations, I accept all the provisions of the above-mentioned Regulations and I declare that I meet the criteria for participation in the project specified in the above-mentioned Regulations.
2. I have been informed that the NAWA Beneficiary's project is being implemented as part of the Agency's Project, which I become a participant in upon signing this Declaration.
3. I have been informed of the obligation to participate in the measurement of the results of the Agency Project within 4 weeks of the end of my participation in the support, in surveys and evaluations carried out for the purposes of the Agency Project and the NAWA Beneficiary project.
4. I belong to the following target group category covered by the Agency Project <sup>111</sup>:
  - Foreign student,
  - Foreign doctoral student,
  - Domestic student,

- Domestic doctoral student,
- Foreign teaching staff, position:  
.....
- Foreign research staff, position:  
.....
- Foreign administrative staff, position:  
.....
- Academic teachers, position:  
.....
- Non-academic staff, position:  
.....
- Scientific and research-technical employees, position:  
.....
- Other employees of scientific and research units, position:  
.....

Having been informed of the criminal liability under Article 233 of the Criminal Code for making a false statement or concealing the truth, which provides for imprisonment of up to 3 years, I declare that the information contained in this Declaration is complete and true.

I acknowledge that this information may be subject to verification for accuracy.

I undertake to immediately inform the National Agency for Academic Exchange and the NAWA Beneficiary of any changes to the personal and contact details provided in the Declaration and other application documents.

Please select one appropriate answer.

Signature of the Project Participant *[signed: with a qualified electronic signature; trusted profile; handwritten signature; electronic authorization]*

## PROJECT PARTICIPANT PERSONAL DATA FORM

Project details of the National Agency for Academic Exchange	Title of the Agency's Project " " " " Agency Project Number ... European Funds for Social Development 2021-2027, Measure 01.05 Skills in higher education
NAWA Program Name and Year announcement	
Name of NAWA Beneficiary	
Beneficiary Project Title NAWA	
Beneficiary project number NAWA	

### Beneficiary details NAWA [to be completed by the Beneficiary NAWA]

Name of institution			
Tax Identification Number			
Type of institution	<i>Please select the appropriate answer:</i> <input type="checkbox"/> university <input type="checkbox"/> Polish Academy of Sciences <input type="checkbox"/> Scientific institute of the Polish Academy of Sciences <input type="checkbox"/> research institute <input type="checkbox"/> international scientific institute <input type="checkbox"/> Łukasiewicz Center <input type="checkbox"/> institute operating within the Łukasiewicz Research Network <input type="checkbox"/> federation of higher education and science institutions <input type="checkbox"/> other		
Country			
Province			
County			
Municipality		Area by degree of urbanization (DEGURBA)	DATA WILL BE AUTOMATICALLY COMPLETED IN THE DATABASE AFTER ENTERING THE NAME OF THE MUNICIPALITY

Town		Postal code	
Street			
Building number		Apartment number	
Contact Phone			
Email			

**Project Participant Details [to be completed by the Participant]**

First name	
Last name	
Personal identification number	<input type="checkbox"/> I do not have <input type="checkbox"/> I have [ <i>please enter PESEL</i> ]:
Type of Participant	<p>Please select one of the following answers:</p> <input type="checkbox"/> Foreign student, <input type="checkbox"/> Foreign doctoral student, <input type="checkbox"/> Domestic student, <input type="checkbox"/> Domestic doctoral student, <input type="checkbox"/> Foreign teaching staff <input type="checkbox"/> Foreign research staff <input type="checkbox"/> Foreign administrative staff <input type="checkbox"/> Academic teachers <input type="checkbox"/> Non-academic staff <input type="checkbox"/> Research and technical staff <input type="checkbox"/> Other employees of scientific and research units
Name of the institution the Participant represents	
Gender	<p>Please select one of the following answers:</p> <input type="checkbox"/> female <input type="checkbox"/> male
Age	Age at the time of joining the Project: .....

Education	Please select the appropriate answer: <input type="checkbox"/> lower than basic (ISCED 0) <input type="checkbox"/> primary (ISCED 1) <input type="checkbox"/> lower secondary (ISCED 2) <input type="checkbox"/> upper secondary (ISCED 3) <input type="checkbox"/> post-secondary (ISCED 4) <input type="checkbox"/> tertiary (ISCED 5-8)		
Country			
Province			
County			
Municipality		Area by degree of urbanization (DEGURBA)	<i>DATA WILL BE AUTOMATICALLY COMPLETED IN THE DATABASE AFTER ENTERING THE NAME OF THE MUNICIPALITY</i>
Town		Postal code	
Street			
Building number		Apartment number	
Contact phone			
Email			
<b>Status on the labor market at the time of joining the project</b>	Unemployed person, including long-term unemployed	<input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> Yes – I belong to this group	
	Long-term unemployed	<input type="checkbox"/> No, I do not belong to this group <input type="checkbox"/> Yes – I belong to this group	
	Economically inactive person	<input type="checkbox"/> No – I do not belong to this group <input type="checkbox"/> Yes – I belong to this group	
	Employed person employed person or self-	<input type="checkbox"/> No – I do not belong to this group <input type="checkbox"/> Yes – I belong to this group	

Participant status at the time of joining the Project	
Person of foreign origin	<p><i>Please select the appropriate answer:</i></p> <p><input type="checkbox"/> No – I do not belong to this group</p> <p><input type="checkbox"/> I refuse to provide information</p> <p><input type="checkbox"/> Yes – I belong to this group</p>
Third-country national	<p><i>Please select the appropriate answer:</i></p> <p><input type="checkbox"/> No – I do not belong to this group</p> <p><input type="checkbox"/> I refuse to provide information</p> <p><input type="checkbox"/> Yes – I belong to this group</p>
Person belonging to a national or ethnic minority (including marginalized communities)	<p><i>Please select the appropriate answer:</i></p> <p><input type="checkbox"/> No – I do not belong to this group</p> <p><input type="checkbox"/> I refuse to provide information</p> <p><input type="checkbox"/> Yes – I belong to this group</p>
A person experiencing homelessness or affected by exclusion from access to housing	<p><i>Please select the appropriate answer:</i></p> <p><input type="checkbox"/> No – I do not belong to this group</p> <p><input type="checkbox"/> I refuse to provide information</p> <p><input type="checkbox"/> Yes – I belong to this group</p>
Person with disabilities	<p>Please select the appropriate answer:</p> <p><input type="checkbox"/> No, I do not belong to this group</p> <p><input type="checkbox"/> I refuse to provide information</p> <p><input type="checkbox"/> Yes – I belong to this group</p>

Signature of the project participant [*signed: with a qualified electronic signature; trusted profile; handwritten signature; electronic authorization*]



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## Information Clauses Regarding The Processing Of Personal Data For Project Participants

The data of Project Participants is processed on the basis of Article 88 of the Implementation Act Implementation by three separate controllers: the Managing Authority – the Minister responsible for Regional Development, the Intermediate Body – the National Center for Research and Development, and the National Agency for Academic Exchange.

### INFORMATION CLAUSE OF THE MANAGING AUTHORITY – MINISTER RESPONSIBLE FOR REGIONAL DEVELOPMENT

In order to comply with the obligation imposed by Articles 13 and 14 of the GDPR<sup>[1]</sup>, in connection with Article 88 of the Act on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective<sup>[2]</sup>, we hereby inform you about the rules for processing your personal data:

#### I. Controller

A separate controller of your data is the Minister responsible for regional development, with its registered office at ul. Wspólna 2/4, 00-926 Warsaw.

#### II. Purpose of data processing

Personal data will be processed in connection with the implementation of the FERS, in particular for the purposes of monitoring, reporting, communication, publication, evaluation, financial management, verification, and audits, as well as for the purposes of determining the eligibility of participants.

Providing data is voluntary, but necessary for the above-mentioned purpose. Refusal to provide data means that it will not be possible to take appropriate action.

#### III. Basis for processing

We will process your personal data in connection with the fact that:

1. We are required to do so **by law** (Article 6(1)(c), Article 9(2)(g) and Article 10<sup>[3]</sup> of the GDPR)<sup>[4]</sup>:

- Regulation (EU) No. 2021/1060 of the European Parliament and of the Council of June 24, 2021, laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund, and the European Maritime, Fisheries, and Aquaculture Fund, as well as the financial rules for these funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,
- Regulation (EU) 2021/1057 of the European Parliament and of the Council of June 24, 2021, establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No. 1296/2013 (OJ EU L 231 of 30.06.2021, p. 21, as amended)
- Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective, in particular Articles 87-93,
- Act of June 14, 1960 - Code of Administrative Procedure,
- Act of August 27, 2009 on public finance.

#### IV. Method of data collection

We obtain data directly from the persons to whom it relates, or from institutions and entities involved in the implementation of the Program, including in particular applicants, beneficiaries, and partners.

#### V. Access to personal data

Your personal data is accessible to the administrator's employees and associates.



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In addition, your personal data may be entrusted or made available to:

- entities to which we have outsourced tasks in FERS,
- European Commission bodies, the minister responsible for public finance, the president of the social insurance institution,
- entities that provide us with services related to the operation and development of ICT systems, as well as ensuring connectivity, e.g., IT solution providers and telecommunications operators.

## VI. Data retention period

Personal data is stored for the period necessary to achieve the purposes specified in point II.

## VII. Rights of data subjects

You have the following rights:

- the right to access your data and receive a copy thereof (Article 15 of the GDPR),
- the right to rectify your data (Article 16 of the GDPR),
- the right to erase your data (Article 17 of the GDPR) - unless the circumstances referred to in Article 17(3) of the GDPR apply,
- the right to request the controller to restrict the processing of your data (Article 18 of the GDPR),
- the right to transfer your data (Article 20 of the GDPR) – if the processing is based on a contract: for the purpose of concluding or performing it (pursuant to Article 6(1)(b) of the GDPR), and in an automated manner<sup>16</sup>,
- the right to lodge a complaint with the supervisory authority of the President of the Personal Data Protection Office (Article 77 of the GDPR) - if a person considers that the processing of their personal data violates the provisions of the GDPR or other national provisions regulating the protection of personal data, applicable in Poland.

## VIII. Automated decision-making

Personal data will not be subject to automated decision-making, including profiling.

## IX. Transfer of data to a third country

Your personal data will not be transferred to a third country.

**X. Contacting the data controller and Data Protection Officer** If you have any questions regarding the processing of personal data by the minister responsible for regional development, please contact the Data Protection Officer (DPO) as follows:

- by post (ul. Wspólna 2/4, 00-926 Warsaw),
- by email (email address: [IOD@mfipr.gov.pl](mailto:IOD@mfipr.gov.pl)).

Signature of the project participant

*[signed: with a qualified electronic signature; trusted profile; handwritten signature handwritten signature; electronic authorization]*



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## INFORMATION CLAUSE OF THE INTERMEDIARY INSTITUTION - NATIONAL CENTER FOR RESEARCH AND DEVELOPMENT

In accordance with Articles 13 and 14 of the Regulation of the European Parliament of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter: "GDPR"), I hereby inform you that:

- 1) the controller of your personal data is **the National Center for Research and Development** (hereinafter: "NCBR") with its registered office in Warsaw (00-801), ul. Chmielna 69;
- 2) The Data Protection Officer (DPO) can be contacted at the following e-mail address: [iod@ncbr.gov.pl](mailto:iod@ncbr.gov.pl) and at the NCBR mailing address indicated above with the note "Data Protection Officer";
- 3) personal data is processed for the purpose of implementing a project carried out under the European Funds for Social Development 2021-2027 Program 2027 ("FERS"), in particular for the purpose of project evaluation and selection, conclusion of a grant agreement, supervising the implementation of the project, reporting, communication, publication, evaluation, financial management, verification and control, auditing, evaluation of information and promotion activities, its reception, evaluation and financial settlement, for the purposes of determining the eligibility of participants and possible establishment, investigation or defense of claims;
- 4) personal data is processed for the purpose indicated above, i.e. processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) of the GDPR), and the NCBR is authorized to process your personal data pursuant to the Act of April 30, 2010, on the National Center for Research and Development in connection with the implementation of the tasks specified therein by the National Center for Research and Development (NCBR) and on the basis of the Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective, in particular Chapter 18 of this Act (Article 6(1)(c) of the GDPR);
- 5) the personal data has been obtained directly from you or from public registers or from institutions and entities involved in the implementation of the project, including in particular from applicants, beneficiaries, and partners;
- 6) The NCBR processes your personal data contained in the grant application or provided in the course of the implementation of the tasks indicated in point 3 of the clause;
- 7) the provision of personal data is necessary to achieve the above-mentioned purpose. Refusal to provide such data is tantamount to the inability to take appropriate action;
- 8) personal data will be processed for the period necessary to achieve the purpose specified in point 3), and then for archival purposes for a period consistent with the NCBR office instructions and the Uniform Subject File List;
- 9) the recipients of personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes resulting from legal provisions, as well as entities providing services necessary for the performance of tasks by the NCBR, in particular the entity supporting the performance of tasks is NCBR+ sp. z o.o. This data may also be transferred to IT partners, entities providing technical or organizational support, archiving and destruction of documents, postal, courier, payment services, and marketing services;
- 10) You have the following rights in relation to the NCBR: to request access to your personal data, to rectify it, to delete it, to restrict its processing, and to object to the processing of your personal data. To exercise your rights, you can contact the data protection officer at the email address provided in point 2 above.



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- 11) you also have the right to lodge a complaint with the President of the Office for Personal Data Protection
- 12) personal data will not be subject to automated decision-making, including profiling;
- 13) Your personal data will not be transferred to a third country.

<sup>[1]</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (OJ EU L 119 of May 4, 2016, pp. 1-88).

<sup>[2]</sup> Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective (Journal of Laws 2022, item 1079), hereinafter referred to as the "Implementation Act."

<sup>[3]</sup> Applies only to projects activating persons serving prison sentences deprivation of liberty.

<sup>[4]</sup> One or more legal provisions should be indicated - it is possible to refer to them to a limited extent for the purposes of a specific clause.

<sup>[5]</sup> To automate the processing of personal data, it is sufficient that the data is stored on a computer disk.

<sup>[6]</sup> The template is specified by the Intermediate Body.

Signature of the project participant

*[signed: with a qualified electronic signature; trusted profile; handwritten signature  
handwritten signature; electronic authorization]*

## Information clause of the National Agency for Academic Exchange concerning the processing of personal data of participants in projects financed by the European Social Development Funds 2021-2027 (ESDF)

Administrator	National Agency for Academic Exchange (Agency) ul. Polna 40, 00-635 Warsaw
Purpose and legal basis for data processing	<p>The Agency processes your personal data on the basis of Article 6(1)(c) and (e) of the GDPR<sup>4</sup>, as well as on the basis of Article 9(2)(g) and (j) of the GDPR in connection with</p> <p>from Article 6(1)(c) and (e) of the GDPR for the purpose of:</p> <ol style="list-style-type: none"> <li>1) performing a public task in the field of internationalization of higher education and science entrusted to the Agency, i.e. the task specified in Article 2 of the Act of July 7, 2017, on the National Agency for Academic Exchange;</li> </ol> <p>fulfilling the Agency's legal obligations related to the implementation of the project financing agreement, including statistical and monitoring, reporting, communication, publication, evaluation, financial management, verification, and auditing of projects, and in for the purpose of determining the eligibility of participants;</p>
Categories of data processed	<p>The Agency may process the following categories of your data:</p> <ol style="list-style-type: none"> <li>1) identification data, as specified in Article 87(2)(1) of the Implementation Act<sup>5</sup>, including: first             <ol style="list-style-type: none"> <li>a. name, last name, address, email address, telephone number, fax number, PESEL</li> <li>b. (Personal Identification Number), REGON (National Business Registry Number), education, internet identifiers;</li> </ol> </li> <li>2) data related to the scope of your participation in the project, specified in Article 87(2)(2) of the Implementation Act, including:             <ol style="list-style-type: none"> <li>a. remuneration, form and period of involvement in the project;</li> </ol> </li> <li>3) Your data appearing on documents confirming the eligibility of expenses, specified in Article 87(2)(3) of the             <ol style="list-style-type: none"> <li>a. Implementation Act, including bank account number, professional experience;</li> </ol> </li> <li>4) data referred to in Article 87(3) of the Implementation Act concerning racial or ethnic origin or concerning health referred to in Article 9 of the GDPR;</li> <li>5) data concerning the image of persons participating in the implementation of the Program or taking part in</li> </ol>

<sup>4</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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

<sup>5</sup> Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021–2027 financial perspective

	events related to it – on the basis of voluntary separate consent.
Data processing period	Your personal data will be processed by the Agency until the purpose of processing ceases to exist or for the period resulting from the archival category of the documents in which the data is included, as specified in the implementing provisions to the Act of July 14, 1983 on national archival resources and archives.
Sharing/entrusting of data	With all security guarantees in place, the Agency may disclose your data to entities authorized to receive it under the law, including in particular under the implementing act, or transfer it to entities processing it on behalf of the Agency under an appropriate data processing agreement data processing agreement.
Transfer of data to third countries	Your data will not be transferred to a third country or international organization. Should it become necessary to transfer data to a third country, the Agency will ensure adequate safeguards for the transfer of such data and effective legal remedies, in particular the standard contractual clauses adopted by the European Commission, and will inform you of this fact.
Decisions based solely on automated processing of personal data, including profiling	Not applicable.
Requirement to provide data/source of data	The Agency obtains data directly from the persons concerned or from institutions and entities involved in the implementation of FERS projects, including in particular applicants, beneficiaries, and partners. Refusal to provide data means that the application will not be considered or that the person concerned will not be able to participate in the implementation of the Program.
Rights of the data subject concerned	You may submit a request to us for access to your personal data, rectification of data, transfer of data, and restriction of the processing of personal data, in accordance with the rules set out in the GDPR.  You may also lodge a complaint with the President of the
	Personal Data Protection Office if you believe that the processing of your personal data by the Agency violates the law.
Contact details for the data protection officer at the Agency	odo@nawa.gov.pl



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Signature of the project participant

*[signed: with a qualified electronic signature; trusted profile; handwritten signature  
handwritten signature; electronic authorization]*

# PARTICIPANT'S CONSENT TO THE PROCESSING OF DATA AND IMAGE

I **consent to** the recording of my image in the form of analog photography, digital photography, or video recording by the National Agency for Academic Exchange (Administrator) and to the free use of my image (including the possibility of describing it with my name, position, title, institution, country of origin, and the program I participated in) for the purposes indicated below (please check the appropriate box or boxes below):

- dissemination of studies and publication on the Administrator's website,
- dissemination of studies and publication on the Administrator's social media Administrator's social media,
- publication in the Administrator's offer, advertising, or promotional materials,
- dissemination of studies and publication in the Administrator's internal materials (e.g., on a bulletin board),
- publication of studies in printed form.
- I acknowledge that:
  1. the transfer of this consent to a third party requires my prior written consent,
  2. personal data will be used in accordance with the following information obligation.

## INFORMATION OBLIGATION

The administrator of personal data (name, surname, position, participant affiliation, institution address, academic degree, image) within the meaning of the General Data Protection Regulation (GDPR) is the National Agency for Academic Exchange (ul. Polna 40, 00-635 Warsaw). The data is used for the purposes indicated above, on the basis of voluntary consent (Article 6(1)(a) of the GDPR, Article 81 of the Act of February 4, 1994, on copyright and related rights). This consent may be revoked at any time (the revocation does not affect the lawfulness of the use of data during the period when the consent was valid). The data will be used until the consent is withdrawn. The data may be transferred to entities cooperating with the Administrator (e.g., companies operating the Administrator's websites). The data subject has the right to access personal data, rectify, delete, restrict processing, or lodge a complaint with a supervisory authority, in accordance with the rules set out in the GDPR. Contact for matters related to personal data protection: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl). The dissemination of an image that is only a detail of the whole (group photos, photos/recordings from parties, photos/recordings where the image of a person is not the main or primary element of the shot) does not require consent (legal basis: Article 81(2)(2) of the Act of February 4, 1994, on copyright and related rights).

Signature of the project participant

*[signed: with a qualified electronic signature; trusted profile; handwritten signature  
handwritten signature; electronic authorization]*