

## REGULATIONS OF ROL-EKO 2023 CONFERENCE

### § 1. DEFINITIONS

Whenever the terms defined appear in these Regulations, they shall be understood as follows:

- 1) **Organizer** – Łukasiewicz Research Network - Poznań Institute of Technology, ul. E. Estkowskiego 6, 61-755 Poznań, registered under the National Court Register (KRS) no. 0000850093 – 8th Commercial Division of the National Court Register, District Court in Poznań – Nowe Miasto and Wilda in Poznań, Statistical No. (REGON): 386566426, Tax ID no. (NIP): 7831822694, acting pursuant to the Act of 21 February 2019 on the Łukasiewicz Research Network (Polish Journal of Laws of 2020, item 2098);
- 2) **Conference** - ROL-EKO 2023 Conference entitled "Organic farming, design, research, operation, safety and ergonomics of agricultural, forestry and food machinery";
- 3) **Enroller**- a natural person, a legal entity or an organizational unit directing a Participant to participate in the Conference, charged for the Participant's participation in the Conference;
- 4) **Participant** - an adult natural person participating in the Conference; Participant may be the Enroller at the same time;
- 5) **Parties** - jointly the Organizer and the Enroller;
- 6) **Agreement** - an agreement concluded between the Parties, the subject matter of which is the Participant's participation in the Conference;
- 7) **Consumer** - an Enroller who is a natural person, concluding an agreement with the Organizer for participation in the Conference which not directly related to the economic or professional activity of that person; a natural person concluding an agreement directly related to its business activity is also considered a consumer in the light of the Regulations, when the content of the agreement shows that it does not have a professional character for that person, resulting in particular from the subject matter of his or her business activity, made available on the basis of the provisions of the Central Register and Information on Business Activity;
- 8) **Regulations** - the regulations of the ROL-EKO 2023 Conference entitled "Organic farming, design, research, operation, safety and ergonomics of agricultural, forestry and food machinery";
- 9) **Working days** – days from Monday to Friday, excluding bank holidays.

### § 2. GENERAL PROVISIONS

1. The Organizer of the Conference is Łukasiewicz Research Network - Poznań Institute of Technology.
2. The conference will take place on 28-29 November 2023 in a hybrid formula:
  - 1) stationary, at Łukasiewicz Research Network – Poznań Institute of Technology at ul. Estkowskiego 6 in Poznań;
  - 2) online, using the Microsoft Teams tool in a manner consisting in live transmission. The conference will be recorded by the Organizer. As a result of the recording performed, the image and statements of the Participants will be recorded.
3. A maximum of 85 Participants may take part in the Conference, in the stationary mode referred to in paragraph 2 (1).
4. The main language of the Conference shall be English. The Organizer does not provide for the participation of interpreters during the Conference.
5. The Organizer can be contacted by:
  - 1) e-mail at: rol-eko@pit.lukasiewicz.gov.pl;
  - 2) phone at the following no: +48,887,535,598.
6. These Regulations set forth the rules related to participation in the Conference and contain the provisions on the basis of which the Agreement is performed.

5. These Regulations are the regulations for the provision of services by electronic means within the meaning of Article 8 (1) (1) of the Act of July 18, 2002 on the Provision of Services by Electronic Means (Polish Journal of Laws of 2020, item 344).
6. Participant's participation in the Conference is conditional upon the payment of the Conference participation fee, the acceptance of the provisions of the Regulations and acceptance of other mandatory consents in the enrolment process.
7. The Organizer may allow the Participants and Enrollers to participate in the Conference on an individually agreed basis.
8. The Organizer is supported by external entities in the organization of the Conference.
9. The number of places is limited and therefore they will be assigned on the first come first served basis.

### **§ 3. CONCLUSION OF THE AGREEMENT ON THE PROVISION OF SERVICES BY ELECTRONIC MEANS**

1. Proper completion and submission by the Participant of the enrolment form available on the website [www.rol-eko.com](http://www.rol-eko.com) is tantamount to the Enroller's and the Participant's consent to all obligations under these Regulations.
2. The enrolment of Participants using the enrolment form referred to in paragraph 1 is possible until November 03, 2023.
3. The moment of concluding the Agreement is the receipt by the Participant of the enrolment confirmation e-mail referred to in paragraph 10 (2).
4. Within the framework of the Agreement, the Organizer provides the Participants with the possibility to participate in the Conference against payment.
5. A prerequisite for concluding the Agreement is the acceptance of the provisions of the Regulations.
6. The conclusion of the Agreement is binding, and thus it is tantamount to an obligation on the part of the Enroller to pay for participation in the Conference.
7. The termination of the Agreement for reasons attributable to the Participant or the Enroller shall not result in a refund of fees paid after November 03, 2023.
8. The enrolment form referred to in paragraph 1 shall be completed by the Participant on behalf of the Enroller. By completing and sending the enrolment form, the Participant declares that he/she has the appropriate authority to act for and on behalf of the Enroller, in particular to conclude the Agreement and incur obligations thereunder.
9. If certain obligations are imposed on the Participant in accordance with the Regulations, the Enroller is also obligated to fulfil these obligations. The Participant's declarations referred to in the Regulations shall also apply to the Enroller.
10. The enrolment process for Participants takes place according to the following procedure:
  - 1) The Participant fills out the enrolment form for participation in the Conference, located on the [website www.rol-eko.com](http://www.rol-eko.com) and sends it to the Organizer. The necessary element for enrolling is filling in the data specified as mandatory and accepting the contents of the Regulations. The Participant indicates in the enrolment form in which formula he/she wants to participate in the Conference:
    - a) stationary,
    - b) online,
    - c) online student (for those with university student status - the Organizer reserves the right to verify the student status. In this case, the Enroller may be asked to send a scan of a current student ID card. The scan of the document will be permanently deleted by the Organizer immediately after the indicated verification).
  - 2) Confirmation of the Participant's enrolment along with information regarding the payment for the Participant's participation in the Conference is sent to the e-mail

address provided by the Participant in the enrolment form from the e-mail address: [rol-eko@pit.lukasiewicz.gov.pl](mailto:rol-eko@pit.lukasiewicz.gov.pl)

- 3) A pro forma invoice for the amount corresponding to the selected option of participation in the Conference is sent to the e-mail address provided by the Participant in the enrolment form from the e-mail address: [rol-eko@pit.lukasiewicz.gov.pl](mailto:rol-eko@pit.lukasiewicz.gov.pl)
  - 4) The Participant shall pay the amount indicated on the pro forma invoice immediately upon its receipt, but no later than within 5 working days of receipt;
  - 5) after the payment is made, a prepayment invoice will be issued, which the Participant will receive in a separate e-mail. The prepayment invoice will be sent by the 15th day of the month following the month of payment. The final invoice shall be issued and sent within 7 working days after the end of the Conference.
11. The Participant may participate in the Conference in the formula referred to in paragraph 10 (1) (c), if he/she has a valid university student ID card. In case of doubt, the Organizer has the right to demand the presentation of the student ID card from the Participant. If the Participant refuses such verification of his/her status, the Organizer shall have the right to refuse the Participant's participation in the Conference under the conditions indicated in paragraph 10 (1) (c).
  12. The Organizer shall not be liable for any disruptions, including interruptions, in the functioning of the [www.rol-eko.com](http://www.rol-eko.com) website caused by force majeure, unauthorized actions of any third parties or incompatibility of the website with the IT infrastructure of the Participant or the Enroller.
  13. The technical requirements necessary for cooperation with the ICT system used by the Organizer to stream the Conference (Microsoft Teams), allowing access to the Conference, have been specified in Appendix 1 to the Regulations.
  14. The Organizer reserves the right to make interruptions in the functioning and access to the [www.rol-eko.com](http://www.rol-eko.com) website for the time caused by the need to modernize, repair and maintain the website.
  15. The Participant and the Enroller are prohibited from providing unlawful content.
  16. The Organizer shall not be liable for the blocking by mail server administrators of the transmission of e-mails to the e-mail address indicated by the Participant in the enrolment form, and for the deletion or blocking of e-mails by software installed on the electronic equipment used by the Participant or the Enroller.

#### **§ 4. TERMS AND CONDITIONS OF PARTICIPATION IN THE CONFERENCE:**

1. The Enroller is the entity obliged to pay the fee for the Participant's participation in the Conference.
2. As part of the participation in the Conference, the Organizer shall provide the Participants referred to in § 3 (10) (1) (a) (stationary participation) with:
  - 1) a room and multimedia equipment with which the Conference will be conducted;
  - 2) stationery;
  - 3) meals during the Conference, i.e. coffee breaks, lunch on November 28 and 29, 2023, participation in the dinner on November 28, 2023.
3. The Organizer shall not provide the Participants with transportation to the venue of the Conference in the stationary form, nor with any parking spaces. The Organizer shall not provide the Participants with accommodation, as well as shall not bear any accommodation-related costs.
4. As part of the participation in the Conference, the Organizer shall provide the Participants referred to in § 3 (10) (1) (b) to (c) (online participation) with:
  - 1) the opportunity to participate in the online streaming of the Conference;

- 2) the opportunity to ask questions to the Conference speakers during the time allocated for this, through the chat tool using text messages.
5. The list of prices for participation in the Conference is specified in Appendix 2 to the Regulations.
6. The payment of the fee for participation in the Conference can be made only by bank transfer. The fee may be paid in the following currencies: Polish Zloty (PLN) and Euro (EUR).
7. The payment of the fee for participation in the Conference by bank transfer should be made immediately upon a receipt of a pro forma invoice, no later than within 5 working days of its receipt. The moment of payment is the moment with the funds are credited to the Organizer's bank account. The payment in PLN shall be made to the following account:  
Łukasiewicz Research Network - Poznań Institute of Technology  
ul. Ewarysta Estkowskiego 6, 61-755 Poznań  
SANTANDER BANK POLSKA S.A. 2 BRANCH IN POZNAŃ  
62 1090 1346 0000 0000 3400 0304  
with a note "ROL-EKO 2023, stating the name(s) of the participant(s) and the Tax ID number of the company/ institution."

The payment in EUR shall be made to the following account:  
Łukasiewicz Research Network - Poznań Institute of Technology  
ul. Ewarysta Estkowskiego 6, 61-755 Poznań  
SANTANDER BANK POLSKA S.A. 2 BRANCH IN POZNAŃ  
PL 68 1090 1362 0000 0001 1817 1439  
SWIFT : WBKPPLPP

- with a note "ROL-EKO 2023, stating the name(s) of the participant(s) and the Tax ID number
8. The Organizer has the right to refuse the Enroller or the Participant designated by the Enroller to participate in the Conference in case of non-payment of the fee for the participation in the Conference.
9. The Participant agrees that invoices, duplicate invoices, and corrective invoices may be sent electronically to the e-mail address provided by the Participant in the enrolment form. If the e-mail address referred to in the preceding sentence is changed, the Participant shall notify the Organizer thereof in writing.
10. The Participant agrees to sending invoices, duplicate invoices, and corrective invoices in a paper form when technical or formal obstacles make it impossible to send them electronically.
11. A Participant who, during the enrolment process, declared his/her participation in the Conference on the terms and conditions specified in § 3 (10) (1) (b) and (c) (online participation), will receive an individual link (invitation from MS Teams application) to the e-mail address indicated in the enrolment form, enabling participation in the Conference in the online modality no later than 3 working days before the start of the Conference.
12. The Participant referred to in paragraph 11 shall not be entitled to transfer the sent Conference participation link to any third parties.
13. The participant referred to in paragraph 11, wishing to participate in the Conference, shall activate the sent link (invitation from the MS Teams application) and wait for enabling the access to the Conference. During this waiting time, the Participant's data is verified in the context of his/her right to participate in the Conference. The Organizer shall allow access to the Conference only to Participants who are positively verified.
14. The Participant referred to in paragraph 11 shall have the right to watch the streaming of the Conference and to ask questions to the speakers during the time allocated for this, through the chat tool using text messages.

15. For uninterrupted online access to the Conference, the Participant referred to in paragraph 11 is required to provide (at his/her own expense) equipment (with Internet access) enabling streaming reception, meeting the minimum requirements referred to in Appendix 1 to the Regulations.
16. The Organizer shall not be liable for situations in which the Participant referred to in paragraph 11 is prevented from accessing the Conference for reasons beyond the Organizer's control, e.g. as a result of technical problems with the equipment referred to in paragraph 15.

#### **§ 5. PAPERS AND POSTERS**

1. A participant of the Conference has the right to apply for the opportunity to present a paper or poster during the Conference.
2. The Participant referred to in paragraph 1 shall indicate upon the enrolment that he/she is interested in delivering a paper (PowerPoint presentation up to 15 minutes) or a poster (PowerPoint presentation up to 5 minutes) in English during the Conference.
3. After the enrolment, including payment of the Conference participation fee, the Participant referred to in paragraph 1 shall, no later than by September 15, 2023, to send to the Organizer an abstract of the planned speech in English to the following e-mail address: [rol-eko@pit.lukasiewicz.gov.pl](mailto:rol-eko@pit.lukasiewicz.gov.pl). The abstract shall be prepared by the Participant according to the template posted on the [www.rol-eko.con](http://www.rol-eko.con) website in the "Terms of Participation" tab.
4. Sending the abstract referred to in section 3 to the Organizer by the Participant shall be construed as the Participant's consent to the Organizer's free use of the abstract, including its publication by the Organizer on the Conference website and in the Conference materials, as well as sending the abstract to other Participants of the Conference.
5. Within 5 working days from the date of receipt by the Organizer of the abstract referred to in paragraph 3, the Conference Scientific Committee, appointed by the Organizer, shall verify the submitted abstract and shall decide whether to consent to the appearance of a given Participant during the Conference as a speaker. The Scientific Committee of the Conference also decides whether the Participant's speech, if any, will be in the form of a paper or poster presentation. The Participant is not entitled to appeal against the refusal decision.
6. A Participant who is interested in giving a speech during the Conference shall make the payment for participation in the Conference, in accordance with the price list in force, within 5 days from the date of enrolment on the basis of a received proforma invoice; in case of non-selection of an abstract for the delivery as a paper or poster, the Organizer will inform the Participant thereof by e-mail within 5 working days from the receipt of the abstract to the address indicated in the enrolment form. If the abstract is not selected and the Participant resigns from the Conference at the same time, the Organizer shall refund the enrolment fee within 7 working days to the account from which the enrolment fee was paid.
7. A participant who has been approved to participate in the Conference as a speaker shall send the Organizer's an e-mail address: [rol-eko@pit.lukasiewicz.gov.pl](mailto:rol-eko@pit.lukasiewicz.gov.pl) the multimedia presentation that will accompany his/her speech [rol-eko@pit.lukasiewicz.gov.pl](mailto:rol-eko@pit.lukasiewicz.gov.pl) by September 25, 2023.
8. Sending to the Organizer the presentation referred to in paragraph 7 shall be considered as the Participant's consent to the free use of the presentation by the Organizer, including the broadcasting of the presentation online on the Internet during the Conference.
9. The Organizer may at any time decide to reschedule the presentation of a given Participant during the Conference or to cancel the presentation of a given Participant during the Conference.

#### **§ 6. CHANGES IN THE SCOPE OF CONFERENCE ORGANIZATION**

1. The Organizer reserves the right to change the program of the Conference, i.e., among others, the speakers, topics and hours of speeches, as well as the date of the Conference, if, despite the Organizer's due diligence, the original programme of the Conference or its date proves impossible or significantly difficult to implement, e.g., due to the speaker's illness or other

events beyond the Organizer's control.

The Organizer also reserves the right to change the conference formula to a conference conducted remotely, if it is justified by the circumstances. In the case referred to in the first and second sentences, neither the Enroller nor the Participant shall be entitled to any claims against the Organizer.

2. In the event that the Organizer cancels the Conference for reasons solely attributable to the Organizer, the Enroller shall only be entitled to a claim against the Organizer for a refund of the Conference participation fee paid by the Enroller in a nominal amount.
3. Without prejudice to paragraph 1 and paragraph 2, the Organizer may change the date of the Conference, terminate the Conference or cancel the Conference at any time due to the occurrence of circumstances constituting force majeure, i.e. events that were impossible to foresee at the time of concluding the Agreement, which are beyond the control of the Parties and are impossible to overcome by the Parties, in particular: natural disasters, wars, mobilizations, legal acts of authorities or public administration bodies that make the performance of the Agreement impossible, as well as power outages or interrupted Internet connection.
4. In the event of the circumstances referred to in paragraph 3, neither the Enroller nor the Participant shall be entitled to any claims against the Organizer, with the exception of a claim for refund of the Conference participation fee paid by the Enroller in a nominal amount.
5. In the event of withdrawal from the agreement by the Organizer, the Organizer shall refund the fee paid for participation in the Conference to the bank account from which the fee was paid to the Organizer, within 30 working days from the date of submission of the statement of withdrawal, taking into account the provisions on consumer rights.

#### **§ 7. PROVISIONS CONCERNING COMPLAINTS**

1. The Organizer undertakes to perform the Agreement with due diligence under the terms and conditions specified in the Regulations.
2. The Organizer shall be liable to the Participant and the Enroller for non-performance or improper performance of the Agreement.
3. The Participant or the Enroller may submit complaints to the Organizer about non-performance or improper performance of the Agreement.
4. The complaints should be submitted via e-mail at: [rol-eko@pit.lukasiewicz.gov.pl](mailto:rol-eko@pit.lukasiewicz.gov.pl).
5. In the content of the complaint, the Participant or the Enroller should specify the reason for its submission.
6. The Organizer undertakes to consider the complaint within 14 business days from the date of its receipt of and to inform the Participant or the Enroller by sending an e-mail to his/her e-mail address.
7. The Organizer shall not be liable for the Participant's or Enroller's expected effect or purpose of the Agreement.
8. The provisions of the seller's liability under warranty regulated by the provisions of the Civil Code of April 23, 1964 (Polish Journal of Laws of 2022, item 11360, as amended) shall not apply to the complaints.

#### **§ 8. PROVISIONS CONCERNING ENROLLERS-CONSUMERS**

1. In compliance with the contents of the Act on Consumer Rights of May 30, 2014 (Polish Journal of Laws of 2020, item 287, as amended), the Enroller-Consumer has the right to withdraw from the Agreement without giving any reason and without incurring costs, within 14 days from the date of its conclusion. To meet this deadline it is sufficient to send the Organizer a statement of withdrawal from the Agreement, the template of which is attached as Appendix 3 to the Regulations.

2. The Organizer shall inform the Enroller-Consumer that once the Organizer has fulfilled the performance (organized the Conference), the Enroller-Consumer shall lose the right to withdraw from the Agreement. The above shall apply if the Enroller-Consumer agrees to the commencement of service performance (consisting in the organization of the Conference) before the expiry of a 14-day time limit for the withdrawal from the Agreement and accepts the lack of the possibility to withdraw from the Agreement when the service has been fully performed.
3. The confirmation of receipt of the notice of withdrawal from the Agreement will be sent to the Enroller-Consumer immediately to the e-mail address provided by the Enroller in the notice of withdrawal.
4. In the event of effective withdrawal from the Agreement by the Enroller, the Agreement shall be deemed not to have been concluded, and any payments made by the Enroller shall be refunded within 14 days from the date of receipt of the declaration of withdrawal from the Agreement to the bank account number indicated by the Enroller-Consumer in the declaration.
5. It is stipulated that Enrollers-Consumers shall not be affected by those provisions of the Regulations that would constitute prohibited contractual provisions within the meaning of Articles 385 (1)–385 (3) of the Civil Code of April 23, 1964 (Polish Journal of Laws of 2022, item 1360, as amended) or would violate mandatory legal provisions on the conclusion of agreements with the participation of the Consumer, which would be included in the register of standard contractual provisions considered prohibited, maintained by the President of the Office of Competition and Consumer Protection.

#### **§ 9 COPYRIGHT**

1. If the Participant is provided with the conference materials, they become the property of the Participant as soon as they are issued (sent or made available).
2. The transfer of ownership of a copy of the conference materials does not result in the transfer of author's proprietary copyrights to these materials, which are vested in the Organizer or the third parties.
3. The contents of the conference materials are protected under the provisions of the Act of February 4, 1994 on Copyright and Related Rights (Polish Journal of Laws of 2022, item 2509).
4. It is forbidden to reproduce or copy the conference materials in any way, disseminate them, publish them, distribute them, market their copies, or make them available in any form or manner.
5. ~~The Organizer shall have the right to make conference materials available on the Conference website at the address [www.roi-eko.com](http://www.roi-eko.com). To the extent that materials are made available on the Conference website, paragraphs 1-4 shall apply accordingly.~~

#### **§ 10. PROTECTION OF PERSONAL DATA - THE DATA PRIVACY STATEMENT CONCERNING THE PROCESSING OF PERSONAL DATA**

1. The data privacy statement concerning the processing of personal data by the Organizer has been attached as Appendix 4 to the Regulations.
2. Participation in the Conference is tantamount to consent to the dissemination and use of the Participant's image recorded on any media and documenting the course of the Conference. This consent includes the right to disseminate and use the Participant's image of the Participant time and territorial restrictions through any means of image dissemination, in particular in the press, advertising materials, banners and the Internet.

#### **§ 11. FINAL PROVISIONS**

1. The Enroller may not, without the written Organizer's consent and under pain of nullity:

- 1) transfer the rights or obligations under the Agreement to any third party;
- 2) establish any rights under the Agreement.
2. The Agreement shall be governed by Polish law.
3. Any disputes related to the performance of the Agreement shall be settled by the competent common court of justice.
4. The Regulations are effective from the moment they are published at: [www.rol-eko.com](http://www.rol-eko.com). The Regulations may be amended by the Organizer. However, any amendment to the Regulations will apply only to Agreements concluded after the amended Regulations are made available to the general public by publishing them on the website: [www.rol-eko.com](http://www.rol-eko.com). The amended Regulations shall apply to Agreements entered into prior to the amendment of the Regulations, if the Enroller/Participant is informed thereof and consents to the amendment of the Regulations.

**Appendix 1 to the Regulations of the ROL-EKO 2023 Conference - Technical requirements necessary for cooperation with the ICT system used by the Organizer**

Recommended browsers:

- Google Chrome in version 80 or newer,
- Mozilla Firefox in version 75 or newer.

Supported browsers:

- Google Chrome in version 80 or newer,
- Mozilla Firefox in version 75 or newer,
- Microsoft Edge in version 75 or newer,
- Opera in version 60 or newer.

Hardware and software requirements:

- 2 GHz dual-core or higher grade processor,
- 2 GB of RAM (4 GB or more recommended),
- operating system, such as Windows 7 (Windows 10 recommended), Mac OS 10.13 (latest version recommended), Linux, Chrome OS, iOS, or Android,
- Internet connection of 1 Mbps or better (broadband recommended),
- built-in speakers and microphone, USB plug, wireless Bluetooth, or professional broadcasting equipment,
- built-in camera, USB plug or professional broadcast camera,
- recommended bandwidth for single-transmission viewers:

Type	Download	Upload
video calls 1:1	500 kbps	-
screen sharing	200 kbps	-
external streaming source only	1.5 Mbps	-
VoIP sound	50 kbps	



## **Appendix 2 to the Regulations of the ROL-EKO 2023 Conference**

### **Enrolment fees in PLN:**

- participation in the stationary formula - 750 PLN (+ 23% VAT),
- participation in the online formula - 600 PLN (+ 23% VAT),
- participation in the online student formula - 250 PLN (+ 23% VAT).

### **Enrolment fees in EUR:**

- participation in the stationary formula - 160 EUR (+ 23% VAT),
- participation in the online formula - 130 EUR,
- participation in the online student formula - 55 EUR.

Appendix 3 to the Regulations of the ROL-EKO 2023 Conference - Model form of withdrawal from the Agreement

### **A TEMPLATE OF WITHDRAWAL FROM THE AGREEMENT**

(this form must be completed and returned only if you wish to withdraw from the Agreement)

Łukasiewicz Research Network - Poznań Institute of Technology, ul. E. Estkowskiego 6, 61-755 Poznań, registered under the National Court Register (KRS) no. 0000850093 – 8th Commercial Division of the National Court Register, District Court in Poznań – Nowe Miasto and Wilda in Poznań, Statistical No. (REGON): 386566426, Tax ID no. (NIP): 7831822694

### **Recipient:**

Łukasiewicz Research Network - Poznań Institute of Technology  
ul. E. Estkowskiego 6, 61-755 Poznań

e-mail: rol-eko@pit.lukasiewicz.gov.pl

footnote: "ROL-EKO 2023 – withdrawal from the Agreement."

### **The contents of withdrawal from the Agreement:**

"I hereby would like to inform about my withdrawal from the agreement concerning the participation in the ROL-EKO 2023 Conference, organized by the Łukasiewicz Research Network - Poznań Institute of Technology."

**Date of conclusion of the Agreement (date of payment of enrolment fee):**

.....

**Enroller's first name and surname:**

.....

**Enroller's address:**

.....

**Enroller's e-mail address:**

.....

**Bank account number to which the refund of the payment is to be made:**

.....

**Enroller's signature:**

.....

**Appendix 4 to the Regulations of the ROL-EKO 2023 Conference - Data privacy statement concerning the processing of personal data by the Organizer**

General data privacy statement at Łukasiewicz Research Network - Poznań Institute of Technology (collection of data from the data subject)

Document update date: 1 January 2022.

In compliance with the provisions of Article 13 (1) and (2) in conjunction with Article 12 (1) of the Regulation (EU) 2016/679 of the European Parliament and of the Council 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 the GDPR) we would like to inform that:

**PERSONAL DATA CONTROLLER AND DATA PROTECTION OFFICER**

The controller of your personal data is the Łukasiewicz Research Network - Poznan Institute of Technology (hereinafter referred to as "Łukasiewicz - PIT").

You can contact Łukasiewicz - PIT:

- 1) by mail at: ul. Ewarysta Estkowskiego 6, 61-755 Poznań,
- 2) by phone: +48 61 850 48 90,
- 3) by e-mail: [office@pit.lukasiewicz.gov.pl](mailto:office@pit.lukasiewicz.gov.pl).

We have appointed a Data Protection Officer This is the person you can contact in matters related to the processing of your personal data and the exercise of your rights in connection with it. You can

contact the Data Protection Officer at the following e-mail address:  
[iod@pit.lukasiewicz.gov.pl](mailto:iod@pit.lukasiewicz.gov.pl).

### **THE PURPOSE OF PERSONAL DATA PROCESSING**

The purpose of your data processing depends on the specific case.  
For example:

- 1) if you contact us, we use your data to respond to you;
- 2) if you are entering into an agreement with us, we use your data to prepare and subsequently perform the agreement;
- 3) if you are a participant in our training courses, we use your data to properly conduct those training courses;
- 4) if we process your data in connection with the implementation of EU projects, we do so in order to fulfil our obligations as a beneficiary of a given project;
- 5) if you are our employee, we will use your data to fulfil our obligations as an employer.

### **LEGAL BASIS OF PERSONAL DATA PROCESSING**

As a controller, we always process personal data in accordance with the legal grounds indicated in the GDPR. Such basis may be:

- 1) the consent of the data subject;
- 2) performance of an agreement to which the data subject is a party, or taking action at the request of the data subject prior to entering into an agreement;
- 3) fulfilment of a legal obligation incumbent on the controller;
- 4) protecting the vital interests of the data subject or other natural persons;
- 5) performance of a task carried out in the public interest or in the exercise of public authority entrusted to the controller;
- 6) fulfilling purposes arising from legitimate interests pursued by the controller; if we process personal data for purposes arising from legitimate interests pursued by the controller, these interests may be the assertion and enforcement of claims, direct marketing and other forms of marketing or advertising, ensuring physical (e.g., using monitoring), IT and network safety.

### **INFORMATION ON PERSONAL DATA RECIPIENTS**

In certain situations we may transfer your personal data to other recipients. This may happen when a service we use requires it (e.g. IT, financial, insurance, auditing, courier and postal services, destruction and archiving of documentation, or legal services). Each time your personal data is shared with the recipient, it is done in accordance with the provisions of the GDPR.

### **TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY OR AN INTERNATIONAL ORGANIZATION**

As a standard, we do not transfer your personal data to a third country or an international organization. However, if there is such a transfer, it is always done in accordance with the provisions of the GDPR.

Łukasiewicz - PIT uses Microsoft Office 365, which may result in the transfer of your personal data to a third country. The terms and conditions for the use of MS Office 365 online services and obligations with respect to the processing and protection of your data and personal data by online services are set forth in Microsoft documentation.

### **PERIOD FOR WHICH PERSONAL DATA WILL BE KEPT**

We keep your personal data until we have fulfilled the purpose of the processing. Sometimes the period of processing is also defined by applicable legal provisions.

### **YOUR RIGHTS**

As we process your personal data, you have the right to request from us access to your personal data, their rectification, erasure or restriction of processing, the right to object to processing, and the right to data portability. Please contact us to exercise your rights. You need to know that the GDPR regulates in detail when you can exercise your rights. As a controller, we always analyse whether there are grounds for exercising your rights.

### **WITHDRAWAL OF CONSENT**

If we process personal data based on your consent, please note that you have the right to withdraw it. The withdrawal of consent will not affect the fact that we could use your personal data for the entire period of consent.

### **COMPLAINT TO THE PRESIDENT OF THE OFFICE FOR PERSONAL DATA PROTECTION**

A person whose data is processed has the right to file a complaint related to the processing of his/her personal data with the President of the Office for Personal Data Protection (at the following address: ul. Stawki 2, 00-193 Warsaw).

### **OBLIGATION TO PROVIDE PERSONAL DATA**

In cases justified by the specific purpose of processing, providing personal data may be a statutory or contractual requirement or a prerequisite for entering into an agreement. Your obligation to provide this data may also result therefrom. In certain situations, your failure to provide personal data may be a violation of applicable laws or may be the reason for us being unable to fulfil the purpose for which the processing is to be carried out.

### **AUTOMATED DECISION-MAKING, INCLUDING PROFILING.**

As a controller, we do not process personal data in a manner consisting in automated decision-making, including profiling.