

General Terms & Conditions of HALG2024

1. Full company data:

Full name: COTI Conference Time Anna Inglot

NIP/VAT ID: 5511536448

REGON: 1226818358

Full address: os. Piastów 4/53, 31-623 Kraków, Poland

EXACT DATE of the event: June 3-5, 2024, Warszawa, Poland

2. Registration

By completing the registration form, the participant accepts the general terms and conditions as well as the cancellation policy and agrees that his/her data may be used, processed and published (e.g., within the list of participants) for organizational purposes of the conference. The participant accepts that the Coti Conference Time will contact him/her by email for organizational matters (e.g., the registration confirmation and invoice) and information related to the conference.

3. Participation in the conference

During the conference, attendees, exhibitors, guests and others may be photographed or recorded by the conference organization company or its partners. Parts of these photographs or recordings may be displayed in future publications or materials connected with the conference. Any records, photographs or any image preservation and dissemination by participants is forbidden.

4. Cancellation policy

Cancellation must be always confirmed in writing: don't forget to include all your bank information. Refund of fees, less € 50,00 for administrative charge, will be made for cancellations received before March 30. After this date, no refunds will be possible. Refunds will be paid within 30 days after the date of cancellation. No refund will be possible in case of no-show. If the event cannot be held or is postponed due to circumstances beyond the control of the Coti Conference or due to circumstances, which are not attributable to wrongful intent or

gross negligence of the Coti Conference Time, the Coti Conference Time cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, or any other indirect losses or consequential damages. Under these circumstances, the Coti Conference reserves the right to retain the entire registration fee and to use it for a future conference. The Coti Conference does not accept liability for individual medical, travel or personal insurance and participants are strongly advised to make their own arrangements in respect to health and travel insurance. Participants are highly encouraged to provide for their own insurance policy covering such events. The Buyer of the Ticket for participation in the conference is not entitled to withdraw from the contract concluded with the Organizer, in accordance with art. 38 point 12) of the Act of 30 May 2014 on consumer

rights (Journal of Laws of the Republic of Poland of 2014, item 827).

5. General provisions

In matters not covered by the Regulations general law is applicable, particularly the Polish Civil Code. The Coti Conference Time reserves the right to change these regulations, the place of the conference, the method of conducting the conference from stationary to online or hybrid and vice versa, the duration of the conference, the scientific programme and speakers in the programme of the conference. In the case of the indicated changes the Participant is not entitled to reimbursement of participation fees and the right to receive compensation.

6. General Data Protection Regulation

COTI Conference Time & IDEAS NCBR Sp z .o.o. will act as personal data controller and will be responsible for the personal data processing for purposes related to the organization of the HALG2024 Conference, 3-5 June 2024 . We are confident you will appreciate our effort to share the principles which inspire our data management policy and allow the Coti Conference Time to manage your personal data for all those services which are connected to your registration related to current and future event (please note that we are unfortunately unable to accept your registration if this box is not checked, as your data are necessary for administrative purposes).

7. Authorization of Data Management for Communication Purposes

I authorize the COTI Conference Time to include you in mailing lists finalized to communicate future events, in the same field of the event you are registering for.

Appendix 1

Information clause and the main content of the joint arrangements

Your personal data will be processed by us (the following joint controllers) in connection with the organization and conduct of the HALG 2024 conference with the participation of the following joint arrangements:

Joint controllers	The joint controllers of your personal data are: 1) IDEAS NCBR Spółka z o.o. Chmielna 69, 00-801 Warsaw, KRS: 0000880113, REGON: 388065786, NIP: 7011017605, e-mail: iod@ideas-ncbr.pl, (hereinafter: " IDEAS NCBR ") 2) ANNA INGLOT COTI Conference Time , Os. Piastów 4/53, 31-623 Kraków, NIP: 5511536448, REGON: 122828358, e-mail: office@coti-conference.com (dalej: „ COTI Conference Time ”).
Contact Point Details	The joint controllers have appointed a common point of contact in matters related to the processing of personal data, which is the Data Protection Officer of IDEAS NCBR. You can contact the contact point by phone at: +48 539 698 327 or by e-mail at: iod@ideas-ncbr.pl
Purposes and legal bases of data processing	The joint controllers process your personal data for the following purposes: 1) organizing and conducting the HALG 2024 conference, including keeping records for conferences, ensuring the possibility of active and passive participation in the conference – and the legal basis for such processing is Article 6(1)(b) of the GDPR, i.e. the necessity to conclude a contract and to take steps at your request before its conclusion, 2) documenting the course of the HALG 2024 conference and its promotion, including publishing recordings/photos from the event in social media or on the website of IDEAS

	<p>NCBR or COTI Conference Time – and the legal basis for such processing is Article 6(1)(f) of the GDPR, i.e. the legitimate interest of the Joint Controllers,</p> <p>3) performance of duties related to the conference, including settling accounts with conference participants, handling complaints, keeping accounting records related to the conference – and the legal basis for such processing is Article 6(1)(c) of the GDPR in connection with the relevant provisions of law, including the Civil Code, the Accounting Act, the Value Added Tax Act,</p> <p>4) securing the legal interest of the Joint Controllers to the extent resulting from the organised conference, in particular by archiving documentation, but also by establishing, pursuing or defending claims that may arise from the conference – and the legal basis for such processing is Article 6(1)(f) of the GDPR, i.e. the legitimate interest of the Joint Controllers.</p>
Duration of data storage	Your personal data will be stored by the Joint Controllers until they cease to be necessary for the above-mentioned purposes of processing, in particular until the claims related to your participation in the HALG 2024 conference expire.
Recipients of the data	The recipients of your personal data may be entities to which the Joint Controllers have entrusted the processing of personal data, in particular entities providing office software, IT service providers.
Rights related to the processing of personal data	In connection with the processing of your personal data by us, you have the right to access the data, request its rectification, restriction of processing, transfer of data, as well as request its deletion and object to the processing. You also have the right to lodge a complaint with the President of the Personal Data Protection Office against unlawful data processing.
Content of the main agreements of the Joint Controllers	<p>Each of the Joint Controllers is responsible for the lawful processing of your data and is liable to you for breaches of data protection laws. By way of the Memorandum of Understanding ... December 2023, the Joint Controllers agreed that:</p> <p>1) COTI Conference Time:</p> <ul style="list-style-type: none"> – fulfils the information obligations under Articles 13-14 of the GDPR on behalf of the Joint Controllers towards the data subjects, and provides such persons with the essential content of the arrangements resulting from the Agreement, – is responsible for fulfilling the requests of data subjects in the scope of exercising their rights under the provisions of the GDPR, – keeps internal records related to joint data controllership, as well as for conducting risk analysis, – is responsible for notifying the data subjects and the President of the Personal Data Protection Office in the event of a personal data breach, <p>2) IDEAS NCBR:</p> <ul style="list-style-type: none"> – acts as a point of contact for data subjects, – cooperate with COTI Conference Time in the implementation of the above-mentioned tasks, – verifies and accepts the risk in the processing of personal data from the perspective of the rights and freedoms of data subjects, <p>3) Each of them (or collectively) will:</p> <ul style="list-style-type: none"> – accept requests of data subjects to exercise the rights granted to them under the GDPR, – process your personal data only within the EEA; – take action related to personal data breaches, including investigations; – apply security measures corresponding to the identified risk of the processing of personal data in order to minimise the risk to the rights and freedoms of data subjects, – allow only persons who have been granted the appropriate authorisation and are obliged to maintain secrecy to process data.
Voluntariness of providing data	The provision of your personal data is a condition for concluding a contract. Failure to provide them will make it impossible to achieve the above-mentioned purposes of processing.

