

**PROJECT REGULATIONS**  
**FOR THE POLISH-BELGIAN CO-PRODUCTION FORUM**  
**for Producers in the Audio-visual Sector**

**§ 1**

**General Provisions**

1. These regulations (hereinafter: **Regulations**) specify the premises and principles for the implementation of the project entitled „Polish-Belgian Co-production Forum” (hereinafter: **the Project**), as well as the conditions for participation, and rights and obligations of its participants. The project is implemented by the Polish Producers Alliance (KIPA) along with screen.brussels fund. The culmination of the Project, which includes the period of recruitment, the announcement of results and the meetings with the organizers, will be a two-day Forum devoted to establishing cooperation between producers from Poland and Belgium (hereinafter: **the Forum**).
2. The organizers of the Project are:
  - a) The Polish Producers Alliance based at Chelmska 21, building 28c, 00-724 Warsaw, entered into the register of associations, other social and professional organizations, foundations and public healthcare institutions run by the District Court for the capital city of Warsaw in Warsaw, XII Commercial Division, under KRS number 0000061753, NIP 52131-87-137. Contact person: Aleksandra Kaplon, tel. no. 22 840 59 01, e-mail: [aleksandra.kaplon@kipa.pl](mailto:aleksandra.kaplon@kipa.pl),  
(hereinafter: **the KIPA**)
  - and
  - b) screen.brussels fund, new operational office 2-4 Rue de Praetere straat 1000 Brussels, Belgium; registered office Rue Royale 2-4 Koningsstraat 1000 Brussels, Belgium.

(hereinafter referred to as **the Organizers**).
3. The aim of the Project is to establish long-term cooperation between producers from Poland and Belgium, to exchange experiences and good practices used on the audio-visual market, and to create opportunities for high-quality European cinema.
4. The Project will take place from August 31, 2018 to February 28, 2019 in Warsaw.
5. The Project is co-financed by the Belgian Embassy in Poland and by the Ministry of Culture and National Heritage as part of “The Creative Sectors Development Programme 2018”. The Project is conducted under the auspices of the Polish Film Institute.

**§ 2**

**Conditions for Participation in the Project**

1. **The Participant** may take part in the project provided that he or she is an audio-visual producer based in Poland or Belgium experienced in international co-productions. A Project Participant may also be an audio-visual producer without

experience in international co-operation provided that he or she has got proven track record in the audio-visual production.

2. To apply for participation in the Project one is required to send to the email address: [aleksandra.kaplon@kipa.pl](mailto:aleksandra.kaplon@kipa.pl) a correctly filled application form with attachments (one still of the film, director's and producer's photo and a logo of a company). The application form in English is available on the Organizer's website: [www.kipa.pl](http://www.kipa.pl) (hereinafter: **the Form**).
3. The Organizers will select the Participants who will have met the criteria set out in point 1 above and who will have submitted their applications to participate in the Project in accordance with point 2 of this paragraph. The participants will be informed about the results of the recruitment by e-mail.
4. The Participant is admitted to the Project when the Organizers receive his or her declaration of participation in the Project, the template of which is attached as Annex 1 to these Regulations.
5. Participation in the Project is free of charge.

### **§ 3**

#### **The Scope of Activities within the Project**

1. The project consists of the following components:
  - 1) recruitment of participants,
  - 2) announcement of the recruitment results,
  - 3) networking event for qualified producers at the 69. Berlin International Film Festival 2019,
  - 4) the Forum (27-28<sup>th</sup> of February 2019 in Warsaw, Poland).
2. During the two-day Forum, conducted in English, there will be one-on-one meetings, individual consultation with experts in the area of pitching, development, financing, promotion and distribution, as well as networking events. The detailed schedule of the Forum will be communicated to the Participants in the Project by the Organizers.

### **§ 4**

#### **Rights and Obligations of the Participants**

The Participant has the right to:

- 1) participate in any activities related to the implementation of the project, i.e. meetings with the Organizers, mentors, and producers, and to the participation in the Forum, in accordance with the schedule presented by the Organizers;
- 2) resign from participation in the Project during its implementation by submitting, one month in advance, a written statement of resignation at the headquarters of KIPA or by sending it to the address of KIPA indicated in §1.2.a) of the Regulations.

The Participant is obliged to:

- 1) obey the provisions of the Regulations;

- 2) in the event of a change in data provided by the Participant in the Form, immediately inform the KIPA about the change and update the information.

## § 5

### Personal Data and Trade Secrets of the Participants

1. **Data controller** – The Participant's personal data is administrated by the Polish Producers Alliance (KIPA), based at Chełmska 21, building 28c, 00-724 Warsaw, e-mail: [biuro@kipa.pl](mailto:biuro@kipa.pl).
2. **Purpose of processing** – Personal data of the Participant, granted in connection with joining the Project, will be processed in order to implement the Project and the recruitment process. In addition, KIPA informs that the image of the Participant can be recorded and used in public information about the Project (e.g. in a photoreport from the Project), as well as for information and promotion purposes carried out by the Organizers in connection with the Project and possible future editions of the Project.
3. **Basis for processing** – The legal basis for processing the Participant's personal data is:
  - a) the Participant's consent to the processing of his or her personal data for the purpose of participation in the recruitment process to the Project, in accordance with art. 6 par. 1. a of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter: the GDPR);
  - b) the necessity for processing personal data for the performance of the contract to which the Participant is a party, in accordance with art. 6 par. 1. b GDPR, i.e. in terms of enabling the Participant to participate in the Project;
  - c) the necessity for data processing for purposes related to legitimate interests pursued by the KIPA in accordance with art. 6 par. 1. f of the GDPR, in the scope of public information by the Organizers about the Project's progress (e.g. in a photoreport from the Project).
4. **Recipients of the data** – Participant's personal data will be made available to: employees and associates of Organizers and co-organizers, persons employed by them, building security staff, as well as to persons who view the photo report on the websites where the photographs of the Project are be published.
5. **Period of storage** – The Participant's data will be kept for the period necessary to implement the Project and recruitment process and further – to defend the Organizer's legal interests (limitation period for claims), unless the law imposes the obligation to store data for a longer period (e.g. tax law provisions).
6. **Right to object** – The Organizers inform that the Participant has the right to object to the processing of his or her personal data in connection with legitimate legal interest of KIPA (e.g. a photo report).
7. **Right of withdrawal** – The Organizers inform that the Participant has the right to withdraw his or her consent at any time without affecting the lawfulness of processing

carried out on the basis of consent prior to its withdrawal and that such withdrawal will prevent Participant's participation in the recruitment process, as well as in the Project.

8. **Other rights** – The Participant has the right to request from KIPA the access to their personal data, and to rectify, delete or limit the processing, as well as the right to transfer data.
9. **Complaint** – The Participant has the right to lodge a complaint with the supervisory authority, which is Head of the Office for Personal Data Protection if the Participant considers that the processing of personal data relating to him or her infringes this Regulation.
10. Providing of Participant's personal data is voluntary, but necessary to enable the Participant to take part in the recruitment process and in the Project.
11. By joining the Project, the Participant agrees to disclose information that may constitute a trade secret only for the purpose and scope necessary to participate in the Project. The organizers undertake not to use the information covered by the trade secret obtained from the Participant for any other purpose, both during the implementation of the Project and after its completion.

## **§ 6**

### **Final Provisions**

1. These Regulations are public and available at the registered offices of the Organizers indicated in §1 par. 2 here of, and on the website: [www.kipa.pl](http://www.kipa.pl).
2. The Organizers reserve the right to change the Regulations provided that it does not violate the previously acquired rights of the Participants. Each time the Regulations are changed, the Organizers will inform the Participants via the above-mentioned websites and e-mail at least 3 days before their entry into force.
3. If the Participant violates the provisions of the Regulations, the Organizers are entitled to exclude him or her from participation in the Project.
4. In matters not covered hereby, the provisions of the law applicable in the territory of the Republic of Poland shall apply.
5. Any disputes between the Organizer and the Participant in connection with the implementation of the Project will be first settled amicably with the use of mediation rules and techniques. In the event of failure to resolve the dispute amicably, the parties have the right to pursue their claims through proceedings before a common court with jurisdiction over the seat of KIPA.

Annex No. 1: Declaration of participation in the Project (for qualified producers only).

Annex No. 2: Consent to the processing of Personal Data