

**RULES OF PROCEDURE ON THE PROCESSING AND PROTECTION OF PERSONAL DATA
UNDER THE 'AID FOR UKRAINIAN FILMMAKERS' PROGRAMME
ORGANISED BY THE POLISH PRODUCERS ALLIANCE**

§1

General Provisions

1. These Rules of Procedure are the implementation of the obligation laid down in Article 13 and Article 14 of 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, hereinafter referred to as 'GDPR'.
2. The terms used in these Rules of Procedure mean:
 - 1) programme - the 'Aid for Ukrainian filmmakers' programme organised by the Polish Producers Alliance, hereinafter referred to as 'KIPA',
 - 2) aid – KIPA's activities carried out under the programme, including facilitating the search for work and accommodation in Poland for people from Ukraine associated with the film industry, in particular through:
 - a) posting information about job seekers in the database on the KIPA website,
 - b) transferring data on jobseekers to entities offering work,
 - c) transferring data on people looking for accommodation to people offering accommodation, and data on available accommodation to people from Ukraine looking for accommodation,
 - 3) applicant – a natural person from Ukraine who has sent information to KIPA about job or accommodation search on behalf of themselves or other people from Ukraine,
 - 4) application - information about job or accommodation search sent to KIPA by a person from Ukraine.

§2

Controller

1. Within the meaning of Article 4(7) of the GDPR, Polish Producers Alliance is the Controller of personal data related to the implementation of the programme, with its registered office at Chelmska 21/28c, Warsaw 00-724, Poland, entered into the register of associations, other social and professional organisations, foundations and independent public health care institutions of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS

number: 0000061753, NIP (Tax Identification Number): 5213187137, REGON (Statistical Identification Number): 017481420.

2. A Data Protection Officer (DPO) has been appointed at KIPA.
Contact details of the DPO:
registered office address: Chełmska 21/28c, Warsaw 00-074, Poland
e-mail address: biuro@kipa.pl

§3

Lawfulness of Processing

1. The processing of personal data takes place in order to implement the Program on the basis of:
 - a) article 6(1)(a) of the GDPR, after each applicant has given consent to the processing of their personal data, by signing an appropriate statement included in the application,
 - b) article 6(1)(b) of the GDPR, as processing necessary for the conclusion and performance of the contract between KIPA and the applicant.

§4

Processing Of Personal Data

1. In connection with the implementation of the programme, KIPA processes personal data, including basic identification data, employment data, contact details, provided in submitted applications (along with CVs or portfolio attachments) or other data provided by applicants in order to be included in the database of Ukrainian filmmakers looking for work in Poland.
2. Personal data is provided to KIPA by the applicants. As part of the application, the applicants send a declaration of consent to the processing of their personal data as well as explicit consents to the processing of data concerning other persons referred to in the application.
3. The data shall be processed until the closure of the Programme.
4. The data shall be stored on KIPA servers for archival purposes for the duration of the Programme.
5. KIPA shall implement appropriate technical and organisational measures to ensure a level of security of processed personal data appropriate to the risks and categories of data protected.
6. Personal data may be transferred to third parties, in particular:
 - a) entities authorised under applicable law, including courts and other state authorities,
 - b) entities that submit to KIPA a job offer or an offer of accommodation for Ukrainian filmmakers.
7. Personal data may be transferred to a third country to the extent referred to in paragraph 6(b).
8. Personal data shall not be processed in an automated manner and will not be subject to profiling.
9. In the event that the Applicant includes personal data of third parties in the Application, he is obliged to provide these persons with information regarding the processing of their personal data by KIPA and to attach their explicit consent to the data processing to the application.

§5

Right to Control Data Processing

1. The applicant shall have the right to control data processing set out in Articles 15-16 of the GDPR, in particular, the right to access, rectify and supplement their personal data as well as those set out in Articles 17-19 and 21 of the GDPR, if applicable (right to erasure or restriction of processing and the right to object).
2. The applicant shall have the right to lodge a complaint with the supervisory body at the following address:
The President of the Personal Data Protection Office
Stawki 2, Warsaw 00-193, Poland
3. The applicant shall have the right to withdraw their consent to the processing of personal data that KIPA processes on the basis of the consent of the Applicants. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

§6

Final Provisions

1. KIPA reserves the right to change these Rules of Procedure.
2. In the event of such change, KIPA shall publish on its website at www.kipa.pl information about the implemented change, the current content of the Rules of Procedure and the date from which the change applies.
3. In the event of false statements, the applicant may be held liable for damages to KIPA.