

Online meeting regulations

"Lean Strategy – Management System that increases the efficiency of processes by up to 30%",

§ 1 General information and definitions

1. The organizer of the meeting is the **Polish-Swiss Chamber of Commerce**, with headquarters at Al. Niepodległości 18, 02-653 Warsaw, NIP: 526-23-22-109
2. The partner of DPC Polska, with headquarters at ul. Idzikowskiego 16, 00-710 Warsaw, KRS: 0000663444.
3. Organizer - an entity responsible for all organizational activities related to the Meeting, collecting and processing personal data, image, voice and materials provided by Meeting Participants and Speakers.
4. Partner - an entity supporting the Organizer in organizational activities, especially in promoting the Meeting and in preparing the content of the Meeting, processing personal data of Participants and Speakers, as well as the image and voice of the above, recorded in the Meeting recordings, to the extent described in these Regulations.
5. Online Meeting - An event organized by the Polish-Swiss Chamber of Commerce with a Partner, using the application, to which the Participant or Speaker was invited.
6. Regulations - these online Meeting regulations.
7. GDPR - 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. Official Journal of the EU L. 2016 No. 119/1.
8. System (hereinafter referred to as the System) - Internet application through which the Meeting is organized.
9. Participant - Any person using the System to register for the Meeting online. An invited guest, a natural person over 18 years of age and having full legal capacity, a legal person and organizational units without legal personality, but able to acquire rights and incur obligations on their own behalf, which have correctly registered for the Meeting using the System.
10. Speaker - Participant actively participating in the Online Meeting with the right to transmit sound and video through the microphone and share the image from the camera or computer image

§ 2 General provisions

1. Participation in the Online Meeting will be possible only through electronic means of communication.

2. Participating in the Online Meeting using electronic means of communication includes in particular:

1. online real-time transmission of the Meeting course;
2. real-time two-way communication, where Participants can use the System to communicate with each other.
3. sending materials related to the Meeting by the Organizer via e-mail to the participants;
3. Participation in the Meeting will be possible only after registration.
4. The Participant's data related to the registration and participation in the Online Meeting, such as: name, surname, organization name, e-mail address, company or home address, voice and image and in relation to the Speaker, also data will be processed - collected and stored by the Organizer via the Registration Form and the System.
5. Participants of the Online Meeting agree that the Organizer will use the collected data referred to above during the course of the Online Meeting, in order to conduct the Meeting, in particular to provide other Participants with their name and surname during the Meeting.
6. The agenda of the Online Meeting is available at <https://swisschamber.pl>
7. The technical requirements for using the System do not differ from the technical requirements for using the Internet. The participant must have a computer with access to the Internet with software enabling viewing its resources, and the Speaker must have an additional camera and microphone connected.
8. The provisions of the Regulations constitute an integral part of the application for participation in the Online Meeting and apply to all Participants and Speakers. Registration for the event is tantamount to accepting the provisions of these Regulations.

§ 3 Conditions of participation

1. The condition for participation in the Meeting online is registration of participation in the Meeting online via the application form, the link to which will be sent to the Participant via e-mail and which will be available on the websites of the Organizer and Partners.
2. The Organizer reserves the right to change the Speakers or the program for reasons beyond his control.
3. Participation in the Meeting is free of charge.
4. The Organizer, by providing Participants with information disseminated via the System and other means of electronic communication, points out that the Speakers and Participants must respect intellectual property rights.
5. Participants undertake to use all presented and provided materials solely for their own personal use. Modifying, copying, transmitting, public performance and any use of this content for commercial purposes requires prior written consent by the Organizer or by another authorized entity.
6. Participants shall ensure that any use by them of copyrighted materials for the benefit of third parties, including their copying, transmission and public disclosure on the Internet, takes

place with the consent of authorized entities. Participants are fully liable for any damage caused as a result of their behavior contrary to the above reservation.

7. By making materials available via the System and by e-mail, the Speakers and Participants agree to their use by the Organizer and Partners for information and promotional purposes of the event, as well as by other Speakers and Participants for their personal use. The organizer reserves the right to edit, copy and distribute these materials.

§ 4 Personal data and image

1. The Organizer is the administrator of the personal data of Participants and Speakers.

2. Personal data of the Participant and the Speaker, provided during registration for the Meeting online and obtained during the Meeting, will be processed for the purpose of:

a) organize and conduct an online Meeting in accordance with the provisions of the Regulations, including in particular: creating a list of Participants, sending packages with presents, sending information on the Meeting agenda and other organizational information, ensuring the possibility of asking questions during the Meeting (Article 6 (1) (f) of the GDPR)

b) recording the course of the Meeting in the form of a recording, which may be associated with the recording of the image and voice of the Meeting participant (Article 6 (1) (a) of the GDPR),

c) sending via electronic means of communication, i.e. e-mail, information (including commercial information) regarding the Organizer's products and services, in particular presented during the Online Meeting, as well as information about subsequent editions of the Meeting (Article 6 (1) (a) of the GDPR)

d) investigation and defense against possible claims (Article 6 (1) (f) of the GDPR)

3. The speaker and moderator agree to the dissemination of recordings from the online Meetings, containing their image and voice, for the purpose of promoting the event after its end, in particular for making the recordings available on the websites of the Organizer and Meeting Partners and for sending the recordings to all Meeting Participants.

4. By registering, the Participant and the Speaker consent to the processing of personal data and the use of the image recorded during the Meeting for the purposes specified in point 2 points a, b and c and in point 4.

5. Personal data of Participants and Speakers will be kept for the period in which we are obliged to keep the data for the purposes of control related to the organization of the event and for the period in which it will be possible to pursue possible claims and defend against them. In the case of data processed on the basis of consent, we will store them until you withdraw your consent to receive marketing information.

7. Providing personal data is voluntary, but it is a condition of participation in the Online Meeting in accordance with the formula in which it is organized. Meeting participants have the right to access their personal data and the right to rectify, delete, limit processing, the right to transfer data, the right to object, the right to withdraw consent at any time without affecting

the lawfulness of the processing, which was made on the basis of consent before its withdrawal.

8. All the above rights can be exercised by sending a written request by e-mail to the address swisschamber@swisschamber.pl

9. The Participant and the Speaker have the right to lodge a complaint to the President of the Office for Personal Data Protection, if they consider that the processing of personal data concerning them violates the provisions of the GDPR.

10. The personal data of the Participant and the Speaker will not be processed in an automated manner, they will also not be profiled.

11. The organizer takes all appropriate security measures in accordance with the law and generally accepted principles to protect the confidentiality of information. Information, including personal data, is secured adequately to the level of risk they generate.

§ 5 Intellectual Property Rights

1. The speaker declares that:

a. Has intellectual property rights, including the right to make the content presented during the Online Meeting available (hereinafter referred to as materials).

b. The materials do not infringe anyone's rights or are in conflict with the law and morality.

c. Allows the Organizer to record and further distribute the Materials according to recognition of the Organizer - in particular by free transfer of audio, video and photo files to Meeting participants.

d. undertakes not to disclose information about the Participants, unless the Organizer allows it.

2. Any different arrangements regarding the scope covered by the above paragraph must be agreed with the Organizer in writing.

3. The above provisions also apply to the recording and dissemination of the image.

§ 6 Final provisions

1. The organizer reserves the right to use the e-mail address provided during registration for the online Meeting in order to inform about changes to the online Meeting program or its Regulations.

2. By registering for the Online Meeting Participant confirms reviewing and accepting the Regulations.

3. During the Meeting, the participant must follow possible guidelines of the Organizer.

4. The participant is aware that the violation of these Regulation during the event entitles the Organizer to refuse the participant the right to participate in the Online Meeting and ask the Participant to leave the online place or block him / her to the Meeting system.

5. The organizer reserves the right to change the Regulations.

5.1. After the Organizer announces changes to the Regulations, each participant who has registered for the Meeting online should immediately receive a notification about the change ti the e-mail address provided during registration.

5.2. In the event of non-acceptance of the changes to the Regulations, the participant should notify the Organizer of the decision in writing, communication via communication: swisschamber@swisschamber.pl

5.3. Statement on the development of the Organizer within 5 days of the entry into force of the amended Regulations.

5.4. If the Organizer does not receive the Participant's declaration of non-acceptance of the changes to the Regulations in the above-mentioned, it is assumed that the participant has accepted the Regulations.

6. The Organizer reserves the right - in the event of any independent occurrence - to change the agenda or change the date of the Online Meeting.

7. These Regulations come into force on March 18, 2021