



15 September – 15 December 2023, Wednesdays and Fridays at 9:15 a.m. (1,5 h)

I. GENERAL PROVISIONS

1. The organiser of language courses within the project “BOOK: Bibliotek Obcojęzycznych Odważna Kooperatywa” hereinafter referred to as “Classes” is Biblioteka Publiczna w Dzielnicy Ochota m.st. Warszawy, zwana dalej *Biblioteką*.
2. The project is financed by Fundusz Edukacji Kulturalnej 2023 (Cultural Education Fund 2023).
3. *Classes* are free of charge and are available for anyone who is interested and who complies with conditions described herein.
4. The number of students in the group cannot exceed 15 people.
5. The *Library* does not provide any coursebooks.
6. The course programme includes three cultural and educational outings:
 - a guided walk around Ochota,
 - an outing to a restaurant with traditional Polish cuisine,
 - a study visit to a foreign language library
7. The *Library* reserves the right to dissolve a group due to important reasons, within the timeframe described herein.

II. TERMS AND CONDITIONS OF PARTICIPATION IN CLASSES

8. By participating in *classes*, a Student confirms that they familiarised themselves with this Regulation.
9. When enrolling for the classes, a Student must provide the following data:
 - a) name and surname
 - b) e-mail address / telephone number
10. **In order to participate in *Classes*, a Student is required to have or to apply for a Reader’s card in the Public Library of the Ochota District of the City of Warsaw and to sign this Regulation.**
11. *Classes* will take place in “Przystanek Książka” Library at 42 Grójecka Street, from 15 September until 15 December 2023, on Wednesdays and Fridays from 9:15 am.; class duration - 90 min.
12. Throughout the course, no more than 2 unexcused absences of the student are permitted. Students who exceed this number will be removed from the course group.
13. If no Students arrive within the first 15 minutes of classes, the classes are cancelled.
14. If the Student’s language proficiency is considered too low or too high relative to the level of the course, the tutor may refuse to allow their participation in classes.
15. Students are obliged to follow the Tutor’s instructions. In the case of violation of discipline during classes, disobeying the Tutor’s instructions, damaging or improper use of the Library equipment or preventing other people from participating in classes or the Tutor from running classes, the Student may be deprived of the right to participate in classes with immediate effect.

III. OTHER PROVISIONS

16. The *Library* does not provide Students with the Tutor's private data.
17. The *Library* does not issue certificates or attestations confirming Student's participation in classes.

IV. INFORMATION ON THE PROCESSING OF PERSONAL DATA

Pursuant to art. 13 of Regulation (EU) 2016/676 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 (General Data Protection Regulation hereinafter referred to as GDPR) we inform you that:

18. The administrator of the Student's personal data is the Public Library in the Ochota District of the City of Warsaw 77 Grójecka Street, 02-094 Warsaw.
19. On all matters related to the processing of personal data, the designated Data Protection Officer can be contacted via iod@bpochota.waw.pl
20. Personal data shall be processed for the purpose of record keeping necessary for the running of classes, pursuant to art. 6 sec. 1 lit. b, c GDPR
21. Recipients of participants' data may be entities used by the Library for the purpose of conducting classes, especially such as IT support, external providers running the classes.
22. The Student has the right to request from the Administrator access to his/her personal data, rectification, deletion or restriction of processing, and to object to its processing. He/she also has the right to data portability and to lodge a complaint with the supervisory authority, which is the President of the Office for Personal Data Protection, 2 Stawki Street, 00-193 Warsaw.
23. Students' personal data shall be stored for a maximum of 5 years after the cessation of the services offered by the Library.
24. The provision of personal data is voluntary, however, it is a necessary condition for attending language classes held by the *Library*. If personal data is not provided, the participant will not be able to take part in activities organised by the Personal Data Administrator.
25. Data provided by the Participant will not be subject to profiling.

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Student's name and surname

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Signature

Contact