

Rules of Procedure for the “What’s New, What’s Next? Innovative Methods, New Sources, and Paradigm Shifts in Jewish Studies” Conference

§ 1

Glossary

1. The following terms used in these Rules of Procedure shall have the following meaning:
 - 1) the Organiser – the POLIN Museum of the History of Polish Jews;
 - 2) the Event – an event organised by the Organiser;
 - 3) the Platform – the Gridaly platform used to organise events in a remote form;
 - 4) Rules of Procedure – this document regarding rules of procedure for the Event;
 - 5) Platform website – a website administered by Gridaly, available at: polin.gridaly.com;
 - 6) the Speaker – a person actively participating in the Event as a lecturer, debate participant, moderator or commentator;
 - 7) the Participant – a person passively participating in the Event as a viewer, who registers for the Event in advance;
 - 8) the Doctoral Student – a person presenting his/her scholarly research carried out as a preparation for writing doctoral dissertation who will gain access to a special online room which will be active during the Event;
 - 9) Registered persons – Participants, Speakers and Doctoral Students;
 - 10) Panels – activities taking place as part of the Event, involving Speakers and Participants, preformed via the Platform;
 - 11) Personal Data – information that allow to identify or facilitate the identification of a natural person, in particular first name and surname, an identification number, Location

Data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental,, economic, cultural or social identity of that natural person.

§ 2

Subject Matter of the Rules of Procedure

1. These Rules of Procedure set out the rules for participation in an event titled “What’s New, What’s Next? Innovative Methods, New Sources, and Paradigm Shifts in Jewish Studies” organised by the POLIN Museum of the History of Polish Jews via the Platform.
2. The Rules of Procedure set out in particular:
 - 1) the terms and conditions of participation in the Event;
 - 2) the rights and obligations of the Participant in relation to participation in the Event;
 - 3) the rights and obligations of the Organiser in relation to the organisation of the Event;
 - 4) the rules applicable to the processing of Personal Data by the Organiser;
 - 5) consumer issues.
3. Issues related to the use of the Platform are regulated by the provisions set out in the appropriate terms of service governing the use of the Platform, prepared by Gridaly (hereinafter referred to as the “Platform Terms of Service”).
4. The Rules of Procedure and the Platform Terms of Service (hereinafter jointly referred to as “the Regulations”) are made available on the event registration form as well as on the Platform website. In addition, the Regulations are made available gratuitously in a form allows them to be acquired, opened and recorded multiple times. The Participant may request the Organiser to send copies of the Regulations in electronic form.
5. Registered persons are under an obligation to read and acknowledge the contents of the Regulations prior to attending the event, and to comply with the provisions laid down in the Regulations.

6. Prior to the commencement of participation in the event, the Registered persons are under an obligation to accept the contents of the Regulations. A statement of acceptance of the contents of the Regulations is submitted by checking an appropriate box on the Event registration form.

7. The event shall be held from October 3rd to October 7th, 2021, during hours specified in the schedule available on the Platform.

§ 3

Terms and conditions of participation

1. The Event will be organised in a set of Panels that will be accessible remotely by multiple persons at the same time.
2. The Participant may participate in the Event only after accepting the Regulations.
3. Participation in the event is free of charge.
4. An event participant may be any person who registered for the Event via the Platform.
5. The Speakers and the Doctoral Students are under an obligation to register for the Event.
6. Upon registration, a confirmation of registration shall be sent to the registered person's e-mail address indicated by the registered person.
7. The Organiser reserves the right to exclude a specific person from participation in the Event prior to its commencement or during the Event, if the Participant or Speaker behaves inappropriately, e.g. by posting vulgar, derogatory, offensive posts in chat, etc.
8. During registration, Doctoral Student agrees to share his/her poster presenting the topic of his/her doctoral thesis, with particular emphasis on methodology and/or primary sources (hereinafter: "the Poster"). Sharing posters with other persons registered on the platform enables them to get acquainted with the subject matter of other participants' doctoral research and thus to be well-equipped to engage in a discussion in an online room.

§ 4

Rights and Obligations of the Organiser

1. The Organiser is obligated to:
 - 1) determine and publish the Event schedule,
 - 2) ensure the participation of Speakers in the Event,
 - 3) organise Panels in a way that enables Participant to access them.
2. The Organiser shall not be liable for the consequences of disclosure of any secrets protected by law, if such disclosure has taken place without his knowledge or without his direct instruction.
3. The Organiser shall not be liable towards the Participant in any way for the cancellation of individual Panels as a result of circumstances not attributable to the Organiser, in particular for the cancellation of Panels as a result of force majeure, actions or omissions of Speakers and third parties.
4. The Organiser shall not be liable for the content shared by the Speakers in graphic and oral presentations given as part of the Panels as well as for the content included as background for the presentations given by Speakers.
5. The Organiser shall not be liable for the content shared by the Doctoral Students on their Posters.

§ 5

Rights and obligations of the Participant

1. The Participant is entitled to participate in the Event via the Platform in a manner consistent with the Rules of Procedure.
2. The Participant is under an obligation to participate in the Event in a way that respects the personal rights, rights and dignity of other participants and the Organiser.
3. The Participant is under an obligation to act appropriately and respectfully towards Speakers and other Participants taking part in the Event.

4. The Participant shall be liable to the Organiser for any damage caused as a result of the content shared by the Participant during the event as well as for any relevant rights authorising the Participant to dispose of and use this content.

5. In the event of a breach of the obligations arising from the regulations by the Participant, the Organiser shall have the right to limit the Participant's right to participate in the event or to exclude them from the event.

§ 6

Copyright

1. The Participant may not record the Event on their own, which includes making any recordings, screenshots or recording and sharing the Event in any other way.

2. Audio and video recordings of lectures given by Speakers during the Event shall be recorded by the Organiser or an entity authorised by the Organiser. The Organiser undertakes to obtain the consent of the Speakers to share their image no later than on the Event commencement date, with the stipulation that consent must be given on the registration form.

3. Materials containing the recorded Event shall be used for promotional and advertising purposes.

§ 7

Personal data processing

1. The Organiser is the controller of Personal Data in connection to services provided by the Organiser. In its capacity as the controller of Personal Data, the Organiser decides the means and purposes of processing Personal Data for the purposes of services supplied by the Organiser. The Organiser controls Personal Data provided by the Participant.

2. By accepting the regulations and registering for the event, the Registered person gives consent to the processing of their Personal Data. Personal Data is provided by the Participant on a voluntary basis, however failure to grant consent to the processing of Personal Data prevents participation in the event.

3. The Organiser hereby declares that the Personal Data of Registered persons, to the extent including the first name, surname, affiliation, research interests, publications, a biographical entry and image of the Speakers, shall be processed by the Museum as the controller of Personal Data, in accordance with the provisions of the Act of 10 May 2018 on Personal Data Protection (hereinafter referred to as the "Act"), Regulation 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 the repeal of Directive 95/46/EC (hereinafter referred to as "GDPR") and other generally applicable laws for the purposes of performing obligations related to the event. The personal data referred to above shall be processed by the Museum for the duration of the event.

4. The personal data of the Registered Persons are processed pursuant to Article 6 (1)(b) of the GDPR.

5. Personal data is provided on voluntarily, but its provision is necessary to register for and participate in the Event, and the Registered Persons have the right to access Personal Data, correct, rectify and delete that data, restrict its processing, and to object to its processing. In addition, Registered Persons shall have the right to lodge a complaint with the supervisory authority competent for Data processing.

6. The Personal Data of the Registered Persons shall not be transferred to a Third Country.

7. You can contact the Personal Data Protection Officer by calling the telephone number +48 22 4710341 or by e-mail: iod@polin.pl.

8. The recipients of Personal Data of the Registered Persons in connection with the performance of the Agreement and for that purpose may be all entities and persons handling the organisation of the Event on the basis of appropriate consents or agreements.

9. The Organiser may make the Personal Data available to third parties operating within its structure and at its request or outside its structure for the purpose of processing Personal Data in connection with the supply of services. The said persons have been made aware of generally applicable laws concerning the processing and protection of Personal Data and have the necessary knowledge in that regard. The said persons have obtained the necessary

authorisations to process Personal Data, are under an obligation to protect Personal Data, especially against disclosure to unauthorised entities, and to keep that Personal Data confidential indefinitely. In addition, they shall take all legally required measures to ensure the security of processed Personal Data.

10. The Organiser shall process Personal Data exclusively insofar as necessary to organise the event attended by the Participant and insofar as required by generally applicable laws. In particular, the Organiser shall process the following Personal Data: first name, surname, image, e-mail address, telephone number, served function, intellectual work and data concerning the extent of participation in the event.

11. In its capacity as the controller, the Organiser shall process Personal Data in accordance with generally applicable laws and in a manner required to ensure their adequate security in connection with supplied services. The Organiser shall process Personal Data, if at least one of the following conditions is met:

- 1) the data subject has consented to the processing of their Personal Data for one or more specific purposes;
- 2) processing is necessary to perform an agreement to which the data subject is a party or to take action at the request of the data subject prior to entry into an agreement;
- 3) processing is necessary to fulfil a legal obligation incumbent on the controller.

12. The Organiser does not process Personal Data mentioned in Article 9 of the GDPR.

13. Having regard to the state of the art, the costs of implementation and the nature, extent, context and purposes of processing as well as the varying likelihood and severity of the risk of an infringement of the rights or freedoms of natural persons, the Organiser implements appropriate technical and organisational measures to ensure a level of security adequate to that risk, including where appropriate:

- 1) pseudonymisation and encryption of the Personal Data;
- 2) the ability to ensure confidentiality, integrity, accessibility and resilience of processing systems and services on an on-going basis;

3) the ability to promptly restore the accessibility and access to Personal Data in the event of a physical or technical incident;

4) regular tests, assessments and evaluations of the effectiveness of technical and organisational measures intended to ensure security.

14. As the controller of Personal Data and having regard to the nature, extent, context and purposes of processing as well as the varying likelihood and severity of the risk of an infringement of the rights or freedoms of natural persons, the Organiser implements adequate technical and organisational measures to ensure that processing is in compliance with generally applicable laws and to be able to demonstrate such compliance. Where necessary, these measures shall be reviewed and updated.

15. If a breach of security of Personal Data may cause a high risk of an infringement of rights or freedoms of natural persons, the Organiser shall promptly notify the data subject of that breach. The Organiser shall not provide notification in the event of a breach of Personal Data, if:

1) adequate technical and organisational security measures have been implemented and those measures have been applied to the Personal Data affected by the breach, in particular measures such as encryption preventing unauthorised persons from accessing that Personal Data;

2) measures have subsequently been taken to eliminate the high likelihood of an infringement of a person's rights or freedoms;

3) this would require a disproportionate effort. In such case, a public announcement is made or a similar measure is applied to inform data subjects in an equally effective way.

16. The Organiser shall retain the Personal Data for as long as necessary to fulfil all obligations related to the supply of services by the Organiser. Following the completion of services, the Organiser shall promptly delete Personal Data, unless retention thereof is necessary for public purposes or required by generally applicable laws, especially tax regulations. The Organiser shall use appropriate Personal Data inventory and deletion systems for immediate disposal thereof after the period during which the processing of Personal Data was necessary has lapsed.

17. The data subject may withdraw consent to the processing of that data at any time. In such case, the Organiser shall promptly delete Personal Data, unless the processing of that data is required by generally applicable laws.

18. The Organiser will:

1) make it possible to access information about the Personal Data processed by the Organiser, including, but not limited to, information on the purposes and legal grounds for processing, the extent of Personal Data held, entities to whom the Personal Data is disclosed and the planned date of deletion of Personal Data,

2) Make it possible to obtain a copy of Personal Data processed by the Organiser,

3) Make it possible to rectify incomplete or incorrect Personal Data,

4) Delete Personal Data where its processing is not necessary for the purposes for which it was collected or processed, the consent to its processing has been withdrawn, an objection to the processing of Personal Data has been lodged, there are no grounds to process Personal Data, and where the Personal Data is processed unlawfully,

5) Limit the processing of Personal Data, if the data subject contests the accuracy of Personal Data, its processing is unlawful and the data subject opposes the deletion of Personal Data, demanding instead the restriction of its use, or if the Organiser does not require Personal Data for the purposes of processing.

19. The data subject has the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, in relation to the processing of their Personal Data by the Organiser.

§ 8

Final provisions

1. The provisions laid down in the Rules of Procedure may be amended at any time, of which the Organiser shall notify all Registered Persons.

2. Insofar as not regulated by these Rules of Procedure, the appropriate provisions of generally applicable Polish law shall apply.

3. In the event of any dispute, the Registered Persons and the Organiser shall undertake to settle the dispute out-of-court before initiating any legal proceedings before a common court or a public administration authority.

4. The provisions laid down in the Rules of Procedure shall be effective as of September 1st, 2021.