

Regulations for the Use of Biblio Green Studio

1. General Provisions

- 1.1. These Regulations set out the rules for using the recording studio, the responsibilities of users and the Administrator, and the conditions of cooperation.
- 1.2. The owner of the Biblio Green Studio, hereinafter referred to as the Studio, is the Public Library in the Bemowo District of the Capital City of Warsaw, located at ul. Powstańców Śląskich 17, 01-381 Warsaw - hereinafter referred to as the Administrator.
- 1.3. These Regulations apply to all users, staff, collaborators of the Administrator, and persons accompanying users.
- 1.4. Use of the Studio's services implies acceptance of these Regulations and an obligation to comply with them.
- 1.5. The Administrator reserves the right to deny access to the Studio to persons who violate these Regulations or act contrary to its provisions.
- 1.6. In order to use the Studio's services, the required documents - Annexes 1 and 2 to these Regulations - must be signed in person at the Administrator's premises.
- 1.7. Use of the Studio is free of charge, and any works produced therein may not be used for commercial purposes.
- 1.8. The Administrator's premises, including the Studio, are monitored. CCTV recordings may be used for security purposes.
 - 1.8.1. Information concerning video monitoring is provided in the privacy notice available on the Administrator's website:
<https://bibliotekabemowo.pl/wp-content/uploads/2019/11/Rgulamin-funkcjonowania-monitoringu-wizyjnego.pdf>.
- 1.9. Minors may use the Studio premises only in the presence of the Studio coordinator and their legal guardian.
 - 1.9.1. Children under the age of 13 must be accompanied by a legal guardian who remains on the Administrator's premises.
 - 1.9.2. Minors aged 13 and above must submit a written statement signed by a legal guardian at the Administrator's premises.
- 1.10. Studio Bookings and Cancellations.
 - 1.10.1. Bookings may be made by phone or email. Contact details for the Studio coordinator are available on the Library's website under the "Biblio Green Studio" tab.
 - 1.10.2. Changes or cancellations must be made no later than three days before the scheduled session.
 - 1.10.3. In the event of a Participant's delay, the coordinator reserves the right to cancel the session if it conflicts with a subsequent booking.

2. Conduct in the Studio

- 2.1. Only Participants involved in the recording session are permitted to be present in the Studio.
- 2.2. The Administrator reserves the right to interrupt the session in the event of a breach of these

Regulations, particularly in relation to safety rules or public order.

- 2.3. Participants are required to leave the Studio in the same condition as it was found, including all equipment.
- 2.4. Participants must immediately report any defects or malfunctions of the provided equipment to the Studio coordinator.
- 2.5. The following are strictly prohibited within the Studio: consumption of food, smoking, including electronic cigarettes and vaporisers, consumption of alcohol, use of intoxicating substances.

3. Recordings, Publications and Video Sessions

- 3.1. The Studio reserves the right to take photographs during sessions and to publish them on its website and social media channels in accordance with Article 81(2)(2) of the Polish Act on Copyright and Related Rights, whereby an individual's image constitutes only a detail of a larger whole, such as a gathering, landscape, or public event. Therefore, separate consent for publication is not required for photographs documenting the event itself (e.g. crowd scenes). In such cases, individuals shown in the image are incidental to the whole, and the photo is taken for documentation purposes only.
- 3.2. In other cases (e.g. individual portraits), the processing of personal data in the form of image is subject to a valid legal basis under the General Data Protection Regulation (GDPR). Such processing requires the written consent of the person depicted in the photograph.

4. Responsibility and Safety

- 4.1. The Participant shall bear full responsibility:
 - 4.1.1. for any damage caused during the session, either by themselves or by accompanying persons;
 - 4.1.2. for using the equipment in accordance with its declared purpose.
- 4.2. The Administrator is not liable for items left by Participants in the Studio premises.
- 4.3. In the event of equipment failure or other technical issues, the Studio reserves the right to reschedule the session.
- 4.4. Recording data is not archived by the Administrator. The Participant is responsible for saving and securing recordings on their own data storage devices.
- 4.5. The Participant agrees to maintain confidentiality with regard to technologies, production methods, and any other information obtained while working in the Studio.
- 4.6. The Administrator reserves the right to terminate a session in the event of a breach of these Regulations, particularly of safety rules or public order provisions.

5. Copyright and Liability for Content

- 5.1. Materials produced in the Studio must not violate accepted standards of conduct or damage the image of the institution.
- 5.2. The Participant bears full responsibility for the content recorded in the Studio, including any infringement of copyright, neighbouring rights, performer's rights, and all other rights arising from the use of third-party ideas, samples, loops, or pre-existing works.
- 5.3. The Studio is not responsible for any breaches of licences, including Royalty-Free or other licensing agreements related to materials used by the Participant.
- 5.4. The Studio shall not be held legally liable for recordings made by Participants and shall not take part in disputes regarding the intellectual property of recorded material.

6. Personal Data Protection (GDPR)

- 6.1. The controller of your personal data is the Public Library in the Bemowo District of the Capital City of Warsaw, located at ul. Powstańców Śląskich 17, 01-381 Warsaw (hereinafter referred to as the Library).
- 6.2. You may contact the Library's Data Protection Officer at: iod@e-bp.pl.
- 6.3. Your personal data will be processed solely for the purpose of providing the service and supporting the Participant, in accordance with 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 - GDPR), on the basis of Article 6(1)(a) GDPR - for the purpose of obtaining your voluntary consent. In addition, pursuant to Article 6(1)(c) GDPR, processing is necessary for compliance with a legal obligation to which the Library is subject.
- 6.4. Your data will be processed for the duration of service provision and subsequently for the period necessary to pursue any potential claims. Image data will be stored for the period during which it is disseminated by the Library or until consent is withdrawn.
- 6.5. You have the right to withdraw your consent at any time. You also have the right to access, rectify, erase or restrict the processing of your data.
- 6.6. You have the right to lodge a complaint with the President of the Personal Data Protection Office (UODO).
- 6.7. Your data will not be subject to automated decision-making or profiling.

7. Final Provisions

- 7.1. The Studio reserves the right to amend these Regulations. The current version is available on the Administrator's website (www.bibliotekabemowo.pl) and in the Studio premises.
- 7.2. Any matters not regulated by these Regulations shall be governed by the provisions of civil law and copyright law.
- 7.3. Any disputes arising from these Regulations shall be settled by the court competent for the Administrator's registered office.

Library Member - Card No. / Guest	First name	Surname
Parent / Legal Guardian* Library Member - Card No. / Guest	First name	Surname
Contact details	Email address	Phone number
Date	Time of visit (hours)	Purpose

CONSENT FOR THE PROCESSING AND DISSEMINATION OF IMAGE IN CONNECTION WITH EVENTS ORGANISED BY THE LIBRARY

I hereby give my free and informed consent for the recording and publication of my image / the image of my* child (in photographic and video form) by the Public Library in the Bemowo District of the Capital City of Warsaw, in accordance with Article 81(1) of the Act on Copyright and Related Rights of 4 February 1994 (Journal of Laws 1994 No. 24, item 83). I declare that this consent applies to photographs and video materials showing my image / the image of my child*, documenting any form of my or my child's participation in events organised by the Public Library in the Bemowo District of the Capital City of Warsaw, and that the dissemination of such photographs and video materials by the Library may be carried out without time restrictions and through any medium.

The controller of your personal data is the Public Library in the Bemowo District of the Capital City of Warsaw, located at ul. Powstańców Śląskich 17, 01-381 Warsaw (hereinafter referred to as the Library).

The Library's Data Protection Officer can be contacted at: iod@e-bp.pl

Your personal data will be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation - GDPR), based on Article 6(1)(a) GDPR, for the purpose of obtaining your consent to the dissemination of your image.

Your data will be retained for the duration of image publication by the Library or until your consent is withdrawn. You have the right to withdraw your consent at any time. You also have the right to access your data, to rectify it, and to request its erasure or the restriction of its processing.

You have the right to lodge a complaint with the President of the Personal Data Protection Office (UODO). Your data will not be subject to automated decision-making or profiling. Your personal data related to your image may be published on the Library's website, promotional materials, or on social media platforms (such as Facebook) for the purpose of promoting events organised or co-organised by the Library.

/* Please mark the appropriate option with an “X.”

Date and legible signature	
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Library Member - Card No. / Guest	First name	Surname
Contact details	Email address	Phone number
Date	Time of visit (hours)	Purpose

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The controller of your personal data is the Public Library in the Bemowo District of the Capital City of Warsaw, located at ul. Powstańców Śląskich 17, 01-381 Warsaw (hereinafter referred to as the Library).

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Your personal data will be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation - GDPR), on the basis of Article 6(1)(a) GDPR, for the purpose of obtaining consent for the dissemination of your image.

The data you provide will be retained for the period during which your image is published by the Library or until your consent is withdrawn. You have the right to withdraw your consent at any time. You also have the right to access your personal data, to rectify (correct), erase, or restrict its processing.

You have the right to lodge a complaint with the President of the Personal Data Protection Office (UODO). Your data will not be subject to automated decision-making or profiling. Your image-related data may be presented on the Library's website, in promotional materials, and on social media platforms (such as Facebook) for the purpose of promoting events organised or co-organised by the Library.

/* Please mark the appropriate option with an "X."

Date and legible signature	
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