

Regulations for Non-Mass Events Organised by the Public

Library in the Bemowo District of the Capital City of

Warsaw

I. General Provisions

1. These regulations (hereinafter referred to as the "Event Regulations") define the rules of participation for all individuals (hereinafter referred to as "Participants") taking part in events organised by the Public Library in the Bemowo District of the Capital City of Warsaw (hereinafter referred to as the "Library" or "Organiser"), located at ul. Powstańców Śląskich 17, 01-381 Warsaw, within the Bemowo District.
2. For the purposes of these Regulations, "event" shall mean concerts, festivals, film screenings, theatre performances and other events such as competitions, outdoor gatherings, open lectures, training sessions, workshops, activation activities, as well as all other meetings, events, and courses organised or co-organised by the Library that are not classified as mass events under Article 3 of the Act of 20 March 2009 on the Safety of Mass Events.
3. These Event Regulations are available on the Library's website at www.bibliotekabemowo.pl under the "Regulations" section.
4. The primary aim of organising events is to promote the Library, its collections, and readership, as well as to identify the reading needs of local residents through direct engagement and the acquisition of new readers.
5. Participation in an event signifies the Participant's acceptance of these Event Regulations as well as any specific regulations developed for a given event, where applicable.

II. Registration of Participation

1. Events organised by the Library are open to the public and free of charge; however, priority for participation is given to Library members holding a valid Library Card.
2. Registration for classes and workshops organised by the Library is conducted via the channels indicated by the Organiser, including telephone, email, in-person registration, or through the platform strefazajec.pl.
3. For events organised or co-organised by the Library with limited capacity, registration will be accepted according to the procedure outlined in the event announcement.
4. The Library reserves the right to introduce additional qualification criteria for participation in an event, which will be communicated in the event announcement.

III. Organisational and Safety Rules During the Event and on Event Premises

1. Responsibility for the safety and supervision of children under the age of 13 during the event lies with their parents or legal guardians. In the case of organised groups, responsibility rests with teachers, pre-school educators, or other designated group supervisors.
2. All Participants and other individuals present at the event are required to behave in a manner that does not endanger the safety of others, to comply with the provisions of these Regulations, and to follow the instructions of Library staff.
3. It is strictly prohibited to bring or possess the following during the event:
 - a) weapons or other dangerous items,

- b) explosives or pyrotechnic materials,
 - c) alcoholic beverages, psychotropic substances, or other intoxicants,
 - d) any other items deemed potentially hazardous by the Organiser.
4. Persons under the influence of alcohol or intoxicating substances are not permitted to remain on the event premises.
5. Each Participant:
- a) is obliged to comply with the Organiser's guidelines and sanitary requirements applicable during the event, including refraining from participation in case of any symptoms of illness;
 - b) must observe all safety rules to ensure the wellbeing of other Participants;
 - c) assumes full responsibility for their decision to participate in the event.
6. During the event, Participants must comply with these Regulations and follow any visual, audio, or verbal instructions issued by Library staff to ensure the safe and proper conduct of the event.
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8. The Organiser is not liable for any items left behind at the event premises.
9. Participants must strictly adhere to fire safety, public order, and health and safety regulations in force at the venue.
10. The Organiser reserves the right to deny entry or remove from the event any individuals who:
- a) are visibly under the influence of alcohol, narcotics, or psychoactive substances;
 - b) are in possession of weapons, dangerous objects, explosives, pyrotechnic articles, flammable materials, alcoholic beverages, or intoxicants;
 - c) behave aggressively, provocatively, or otherwise pose a threat to safety or public order;
 - d) exhibit symptoms suggesting illness, such as fever, cough, or general malaise;
 - e) exhibit symptoms suggesting illness, such as fever, cough, or general malaise.
11. Dogs are not permitted at the event without a lead and muzzle, with the exception of assistance dogs as defined by applicable law

IV. Change of Event Date

1. The Library reserves the right to make changes to the event schedule or to reschedule events.
2. The Library also reserves the right to cancel an event in the absence of a sufficient number of Participants, or for other reasons stated in the cancellation notice.
3. Information regarding event cancellation will be posted on the Library's website and/or its official Facebook page. In justified cases, the information may also be communicated by phone.
4. The Library will provide information about any rescheduled dates on its website and/or social media channels.

V. Workshops and Classes

1. The duration and dates of workshops and classes are determined by the Library.
2. The Library reserves the right to change the time, date, or venue of workshops and classes for valid reasons.
3. Workshops and classes that require registration have a limited number of places. Participants must register using the method indicated in the event announcement.
4. Participation is granted on a first-come, first-served basis.
5. The Library may introduce additional qualification criteria for specific workshops or classes (e.g. age, level of advancement, thematic preferences), which will be communicated in advance.
6. Participants are expected to arrive on time. A delay of more than 15 minutes may result in refusal of entry if it would disrupt the session.
7. The Organiser will provide all necessary materials for the workshops and classes, unless otherwise stated at the time of registration.
8. In the case of recurring classes, Participants are expected to attend regularly. Two unexcused absences may result in removal from the participant list.
9. Absences must be reported at least 24 hours in advance using the same method as registration (by email or phone).
10. Participants may withdraw from workshops or classes at any time, but are required to inform the Organiser. Failure to notify the Organiser in the case of limited-capacity events may affect the Participant's ability to register for future events.
11. For practical workshops and classes, Participants must follow all instructions provided and observe applicable safety rules.
12. Participants must comply with these Regulations and any additional rules applicable at the venue, as well as follow instructions given by instructors or Library staff.
13. Participants are fully liable for any damage caused to Library property. In the case of minors, such liability rests with their parents or legal guardians.
14. The Organiser reserves the right to exclude from workshops or classes any person whose behaviour disrupts the activity or violates Library regulations.
15. Participation in workshops or classes is conditional upon acceptance of these Regulations by the adult Participant or by the parent/legal guardian in the case of a minor.

VI. Protection of Personal Data and Image of Participants

1. The Library informs that the course of the event may be recorded, including images of Participants.
2. The image of individuals participating in the event may be recorded using image-capturing devices in the form of photographs, video, or audio recordings, for documentation, educational, promotional, and marketing purposes of the Library. In the case of CCTV monitoring, the rules governing its use are set out in a separate notice, made available to Participants in a clearly visible location.
3. Recorded images of individuals may be published under the following conditions:
 - In accordance with Article 81(2)(2) of the Polish Copyright and Related Rights Act, no separate consent is required for the publication of images when the person appears as part of a larger whole, such as a public gathering, landscape, or public event. In such cases, the individuals are considered incidental to the image, and the photo or video serves only to document the event itself, not specific individuals. Accordingly, such material may be disseminated without territorial or time limitations, in particular via the Library's websites, social media profiles, or other digital communication channels managed or used by the Library, as well as in publications and services of third parties. The latter may only use such materials to illustrate information about the Library's activities; use in other contexts is prohibited. The Library ensures that such images will not be used for commercial purposes, and Participants acknowledge that they are not entitled to any remuneration or claims in this regard.
4. In other cases (e.g. individual portraits), the processing of personal data in the form of image requires a legal basis in accordance with the General Data Protection Regulation (GDPR). Such basis will be the voluntary consent of the person depicted, pursuant to Article 6(1)(a) GDPR. By taking part in the event, the Participant grants free-of-charge consent for the use and dissemination of their image, recorded during the event, through its publication in full or in part on the Library's social media profiles (e.g. Facebook, YouTube), websites, and in publications, presentations, videos or other printed or electronic informational and promotional materials related to the Library's statutory activities, either produced by or on behalf of the Library, or in cooperation with partners.
5. In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR), the controller of personal data of Participants is the Public Library in the Bemowo District of the Capital City of Warsaw, located at ul. Powstańców Śląskich 17, 01-381 Warsaw.
6. Any questions regarding personal data processed in connection with participation in the event may be directed to the Library's Data Protection Officer at the following email address: iod@e-bp.pl.
7. The legal bases for the processing of personal data are as follows:
 - a) Article 6(1)(e) GDPR - processing is necessary for the performance of a task carried out in the public interest, i.e. the Library's statutory activity pursuant to Article 4(1)(2) and Article 4(2) of the Act on Libraries of 27 June 1997 (consolidated text: Journal of Laws 2022, item 2393);
 - b) Article 6(1)(c) GDPR - processing is necessary to comply with a legal obligation to which the Library is subject;
 - c) Article 6(1)(b) GDPR - processing is necessary for the performance of a contract to which the data subject is party;
 - d) Article 6(1)(a) GDPR - processing is based on the consent of the data subject regarding the recording and dissemination of their image in accordance with Article 81 of the Copyright and Related Rights Act
8. Where a Participant takes part in a competition organised by the Library, the provision of personal data is required to participate. Submission of data is voluntary, but failure to do so will prevent the Participant from entering the competition. Lack of consent will also prevent the recording or publication of the Participant's image, which may in turn preclude

the ability to publicly present winners of competitions or other voluntary activities.

9. Participants have a number of rights related to the processing of their personal data, depending on the legal basis for such processing. These include:
 - a) the right to access their personal data;
 - b) the right to rectify their personal data;
 - c) the right to erase their personal data;
 - d) the right to restrict the processing of their personal data;
 - e) the right to object to the processing of personal data;
 - f) the right to lodge a complaint with a supervisory authority.
10. Personal data will be retained for the following periods:
 - a) data collected for the purpose of the event - for the duration of the event and thereafter for the period required to pursue any claims;
 - b) image data recorded during the event - for the duration of publication on the Library's websites or other digital media managed or used by the Library;
 - c) in the case of data collected based on consent - until such consent is withdrawn.
11. The controller confirms that personal data will not be subject to automated decision-making or profiling.
12. Data will not be shared with third parties, except where required by law, or where the Participant has consented to the dissemination of their image on the Library's Facebook, Instagram, or YouTube channels, which may involve the transfer of data outside the European Economic Area (depending on the server location), in accordance with the privacy policies of those platforms.
13. Personal data in the form of image may be transferred to third countries (outside the European Economic Area) for which the European Commission has issued an adequacy decision. In such cases, data will be transferred in compliance with applicable data protection laws and secured through the use of Standard Contractual Clauses approved by the European Commission. The Participant has the right to obtain a copy of their personal data transferred to such countries.