

Mentorship Programme Poland 100 - Rules and Regulations

§ 1.

General provisions

1. These Regulations of the Mentorship Programme (hereinafter "Regulations") specify the rules for participation in the Mentorship Programme organized by:

POWSZECHNY ZAKŁAD UBEZPIECZEŃ S A with its headquarters in Warsaw, Al. Jana Pawła II 24, 00-133 Warsaw, KRS number: 0000009831;

hereafter called the "Organizer",

The Regulations define particularly the rules for recruitment of participants and the course of the Programme as well as supervision over its implementation.

2. The aim of the Programme is to connect students studying in the USA with experienced managers, to strengthen mutual relations, to support sharing of knowledge and to open up new opportunities for the development of Polish companies.
3. The Programme will take place between 4. September 2018 and 30. June 2019.
4. Application for the Programme and support for participants will be conducted via the website: www.poland-100.com
5. The Regulations will be published on the website in the PDF format, in the way enabling participants to download, store and reproduce it in the normal course of actions.
6. The website is available on all devices, i.e. PCs, laptops, tablets, smartphones.
7. In order to ensure the proper organization of the Programme, its course will be supervised by a 3-person-committee (the „Committee”), which will include the representatives of the Organizers.
8. The Organizer reserves the right to partially or completely terminate the Programme after its commencement in particular situations caused by e.g. computer viruses, interruption in server operation on which the website of the Programme is hosted, system, hardware or technical malfunction, legal defects, or any other important reasons that might negatively affect the implementation of the Programme.

§ 2.

Rules of participation

1. Only a natural person (the „Participant“), who can fulfill the following conditions, can participate in the Programme:
 - a) **is at least 18 years old on the date of commencement of the Programme and has full legal capacity;**
 - b) **is studying on the American university;**
 - c) **is a student of the undergraduate studies, master studies or doctoral studies;**
 - d) applied for the Programme, simultaneously accepting the content of these Regulations.
2. In addition, it is necessary to meet the requirements set by the Programme as following:
 - a) providing real personal data in the application form;
 - b) answering all the questions included in the application form.
3. Providing false or incomplete personal data or not providing it, automatically results in the Participant being prevented from entering or leaving the Programme.
4. The Organizer of the Programme has a right to exclude from participation in the Programme Participants who will try to affect the course of the Programme through actions outside of the accepted by Programme Organizers framework of procedures, including breaching the Regulations or otherwise trying to influence the Programme.

§ 3.

Processing of personal data and copyrights

1. The administrator of the personal data provided by the Participants in connection with the participation in the Programme will be Powszechny Zakład Ubezpieczeń SA (PZU) with its headquarters in Warsaw, Al. Jana Pawła II 24, 00-133 Warsaw, KRS number: 0000009831;
 - (i.) will be processed for the purpose of the performance of the contract and for the performance of obligations under applicable tax law and social security law;
 - (ii.) in the case of your consent, the data will be processed in order to use your image in advertising and promotional materials of PZU; data may also be processed for the legitimate interest of the administrator, e.g. in the case of PZU's protection against possible claims;
 - (iii.) will not be made available to third parties, unless the obligation to disclose will result from the law or it will be based on your consent;
 - (iv.) will be kept for the duration of the Programme, and in the case of consent - until it is withdrawn; in the remaining scope, the data will be stored for a period resulting from the applicable provisions of law, i.e. for the period in which any potential claims against PZU may be claimed;
 - (v.) will not be used for automated decision making, including profiling that has legal effects on you or in a similar way significantly affects you.
2. The transfer of data is not obligatory, but is necessary to participate in the Programme, including the performance of PZU's obligations resulting from participation in the Programme.
3. The Programme Participant has the right to request correction (rectification), deletion, limitation of processing, transfer, access / inspection of personal data provided, and the right to withdraw at any time consent to the processing of personal data and the right to lodge a complaint to the supervisory authority such as the Inspector General for the Protection of Personal Data.
4. The Programme Participant has the right to object to the processing of personal data, if there are reasons related to the specific situation of the Programme Participant, and the data processing (including profiling) is based on the basis of indispensability for purposes arising from the legitimate interest.
5. The indicated rights can be used :
 - (i.) regarding the request for data rectification: the data is incorrect or incomplete;

- (ii.) regarding the request for deletion of data: (i) the data is no longer necessary for the purposes for which it was collected, (ii) the consent for data processing will be revoked, (iii) objection to the processing of personal data will be raised, (iv) data is processed unlawfully, (v) data must be removed in order to comply with the obligation arising from the law;
 - (iii.) regarding the request to limit the processing of data: (i) the data subject questions the correctness of personal data, (ii) the processing is unlawful and the data subject opposes the deletion of data, requesting their restrictions instead, (iii) the administrator no longer needs data for his purposes, but the data subject needs them to defend or enforce claims, (iv) opposition to the processing of the data has been filed - pending determination of legitimate grounds on the part of the administrator override the grounds of objection;
 - (iv.) with regard to requests for data transfer: (i) the processing is performed on the basis of the consent or contract concluded with the data subject, and (ii) the processing takes place in an automated manner.
6. Any questions regarding the method and scope of processing of personal data of Programme Participants by PZU, as well as the entitlements vested in the Participants, may be directed to the following e-mail address: mentoring@poland-100.com.

§ 4.

Programme rules

1. The task of the Programme Participant is to have at least one meeting/ conversation with the assigned mentor.
2. The allocation of mentors and Participants is carried out by the Committee based on the following criteria:
 - a)** indication of preferences of 3 mentors;
 - b)** motivation to take part in the Programme.
3. The final allocation of the Programme Participant must be approved by the mentor.
4. The Organizer reserves the right to change the list of mentors at every stage of the Programme, including exclusion of mentors who have given up their participation in the Programme.
5. In particular, a mentor change may take place during the Programme:
 - (i.) for significant reasons making it impossible to continue the Programme in its current form;
 - (ii.) due to mentor's initiative.

6. In case of resignation from participation in the Programme, the mentor is obliged to appoint his deputy.
7. Only entries that reach the Organizer on the date specified for the needs of a given edition of the Programme and meet all formal requirements may participate in the recruitment process.
8. In the recruitment process, applications including content inconsistent with the Regulations or not related to the Programme will not be analyzed, in particular offensive, discriminatory or vulgar language content.
9. The results of recruitment to the Programme will be announced on the date indicated by the Organizer and communicated to the Programme Participants by the Organizer via e-mail.
10. The company of the mentor will cover the costs related to flight and accommodation in Poland.

§ 5.

Proceedings regarding comments and reservations

1. All comments and reservations regarding the method of running the Programme as well as any questions should be submitted by the Participants to the Programmes' Organizer at the address: mentoring@poland-100.com.
2. The notification referred to in paragraph 1 above should contain: identification details of the Participant (name and surname, address of the Participant, telephone number), as well as a detailed description of the situation giving rise to the comments or reservations raised.
3. The Organizer will refer to the submitted application within 14 days from the date of its receipt. The basis for considering the application and possible actions taken in response to the notification will be the applicable law and these Regulations.

§ 6.

Final provisions

1. The Regulations are available on the website: www.poland-100.com.
2. The Organizer reserves the right to change the Regulations after previous notification of the Participant by e-mail.
3. The Organizer is not liable for false information about the Programme, introduced or disseminated by Participants or internet users. The Organizer also does not bear responsibility for e-mail addresses or other data (provided in the Programme's online applications) that do not meet the requirements of the Programme and are therefore have not been accepted by the e-mail (spam, missing mail server operation, etc.).

4. When submitting the application to the Programme, the Participant undertakes to comply with the rules contained in the Regulations, as well as confirms that he\she meets all the conditions that authorize him\her to participate in the Programme.