

## **Competition Regulations on the Facebook Profile of the Polish Institute Brussels ("Regulations")**

### § 1. General Provisions

1. The organizer of competitions on the Facebook profile of the Polish Institute Brussels, hereinafter referred to as the "Competition," and the sponsor of the prizes is the Polish Institute Brussels, located in Brussels, Avenue des Gaulois 29, 1040 Etterbeek, hereinafter referred to as the "Organizer."
2. The competition will be conducted on the pages of the Organizer's profile maintained on the Facebook.com service by the Organizer, available at the URL <https://www.facebook.com/polishinstitutebrussels>, hereinafter referred to as the "Organizer's Profile," on the terms and conditions specified in these Regulations, within the deadlines and with the prizes specified in detail in announcements for individual competitions, published each time on the Organizer's Profile.
3. The Regulations constitute the basis for the organization of the Competition and define the rights and obligations of its Participants.
4. The Competition Regulations are available on the pages of the Organizer's Profile.

### § 2. Definitions

The following terms used in the Regulations and in individual announcements shall have the meanings specified below:

- 1) Competition - a competition organized through the Organizer's Profile, addressed to users of the Organizer's Profile, consisting of publishing a comment on the Competition Announcement, constituting an answer to the competition question; or sending an email to the address [bruksela@instytutpolski.pl](mailto:bruksela@instytutpolski.pl).
- 2) Competition Announcement - an invitation to participate in a given edition of the Competition published on the Organizer's Profile, containing in particular: Competition Date, Start of the Competition, specification of Prizes in the Competition;
- 3) Competition Date - specification of the time frame of a given edition, i.e., the day or days on which participants can participate in the Competition;
- 4) Start of the Competition - the specified time and day in the Announcement from which participants can submit answers to the competition question;
- 5) Prizes - CDs, DVDs, books, tickets to cultural events, or other items awarded to the winners of a given Competition in the quantity specified each time in the Competition Announcement;

6) Winners - Participants of a given Competition who, depending on the given edition of the Competition, published a comment on the Competition Announcement or sent an answer to the competition question, in a manner specified by the Regulations, as well as Participants whose comments or messages were deemed by the jury to be the most interesting;

7) Competition closing day - the day and time by which participants can submit answers to the competition question, the Competition closing day is considered to be every Friday at 4:00 p.m., unless the Competition Announcement specifies otherwise;

8) Prize collection - personal collection of the Prize by the Winner at the Organizer's headquarters or at a location indicated by them, at a time specified by the Organizer in the email informing about the victory in a given Competition.

### § 3. Participation in the Competition

1. Participation in the Competition is free of charge.

2. Participants in the Competition may be adults, possessing full legal capacity, meeting the conditions specified in the Regulations.

3. Participants in the Competition cannot be employees or associates of the Organizer, as well as their spouses, children, parents, and siblings.

4. Participants in the Competition can only be users with a social media account on the Facebook.com service, who are fans of the Organizer's Profile or who, at the latest when joining the Competition, identify themselves as fans of the Organizer's Profile.

5. Identifying oneself as a "fan" of the Organizer's Profile is done using the standard function of the Facebook service by clicking the "Like" button available on the Organizer's Profile.

6. The participant undertakes to comply with the rules specified in the Regulations and confirms that they meet all the conditions entitling them to participate in the Competition.

### § 4. Course and conditions of participation in the Competition

1. To participate in the Competition, according to the guidelines contained in the Announcement for a given edition of the Competition, i.e., on the Competition Date and not earlier than the start of the Competition, publish a comment on the Organizer's Profile Announcement constituting an answer to the competition question or send an email to the Organizer at the email address [bruksela@instytutpolski.pl](mailto:bruksela@instytutpolski.pl) with the answer.

2. The moment of publishing a comment, as specified in item 1 above, is considered to be the moment when the comment is saved on the server of the service.

3. After publishing a comment containing a competition answer, the participant cannot make any changes to it.
4. The moment of sending an email, as specified in item 1 above, is considered to be the moment when the message is received by the Organizer's email.
5. One participant can submit only one competition answer to the Competition, as mentioned in item 1 above, regardless of the number of accounts held on the Facebook.com service. If the same participant publishes more than one competition answer or sends more than one email with an answer, only the competition answer saved first on the Organizer's Profile or sent first to the Organizer's email within a given edition of the Competition will be considered as the competition answer submitted in the Competition.
6. By sending or publishing a competition answer as specified in this paragraph, the Competition participant declares that the content of the answer they sent does not violate the law or the rights of third parties protected by law, and the Competition participant is fully authorized to submit the competition answer to the Competition and to grant permission, as specified in item 7 below.
7. By sending or publishing a competition answer as specified in this paragraph, the Competition participant declares that they consent to the publication of the competition answer on the pages of the Organizer's Profile, as well as on the websites published by the Organizer, including websites not directly related to the Competition.

#### § 5. Winner selection rules

1. Winners of the Competition will be selected by the jury only from among participants who: correctly answered the question mentioned in § 4 item 1 of the Regulations and meet the conditions specified in §§ 3 and 4 of the Regulations.
2. From among participants meeting the conditions specified in item 1 above, the jury will select the winners of the given edition of the Competition, who published the most interesting answers to the competition question, in the opinion of the jury. The jury may select winners in a number smaller than the number of Prizes indicated in the Competition Announcement.
3. The jury consists of employees of the Organizer.
4. On the Competition closing day, the Organizer will publish a comment on the Organizer's Profile, indicating the Competition participants who have been awarded the status of Winner, and a request for Winners to send a private message to the Organizer through the Organizer's Profile confirming their desire to collect the prize. If the Winner does not report the desire to collect the prize in the manner described in the preceding sentence within 3 days from the publication of the comment on the Organizer's Profile containing the indication of the Winners, they do not acquire the right to the prize. The

Organizer, in response to the private message received, will notify the Winner of the fact of obtaining the right to the prize and the rules of Prize collection.

#### § 6. Prizes

1. The prizes in the Competition are items specified in the Competition Announcement.
2. Prizes will be available for collection within the period indicated by the Organizer, at the location - the Organizer's headquarters or at another location specified by the Organizer.
3. Competition prizes will be issued only in the form specified by the Regulations, without the possibility of their cash equivalent or exchange for another tangible prize.
4. If the winner of the Competition fails to meet any of the conditions specified in §§ 3, 4, and 5 of the Regulations or does not collect the prize awarded to them within the period specified in the manner described in paragraph 2 above, they do not acquire the right to the prize. In such a case, the prize remains at the disposal of the Organizer.
5. In order to identify the Winner, when collecting the prize, they must present an identity document with a photo or other document confirming their identity.

#### § 7. Complaint Procedure

1. Complaints regarding matters related to the Competition should be submitted, along with justification, to the Organizer at the following address: Polish Institute Brussels, Avenue des Gaulois 29, 1040 Brussels, with a note indicating the name of the specific Competition. Complaints should be submitted within 30 (thirty) days from the date of publication of the list of Winners - directly, by email (at bruksela@instytutpolski.pl) or by post (the postmark date determines).
2. The Organizer will consider complaints within 30 (thirty) days from the date of their receipt. A response to the complaint will be sent to the address indicated in the letter containing the complaint.

#### § 8. Personal Data Protection

1. Participants of the Competition consent to the processing of their personal data to conduct the Competition, selecting the winner, and awarding, issuing, collecting, and settling the prize.
2. Personal data of Competition participants will be processed in accordance with the conditions specified in the Act of August 29, 1997, on the protection of personal data (consolidated text: Journal of Laws of 2016, item 922, as amended). The Administrator of personal data is the Organizer.
3. The processing of data referred to in paragraph 1 of this section also includes the publication of the participant's name and surname along with the name of the locality in which they reside.

4. The participant has the right to access their personal data and to correct them.
5. Providing personal data is voluntary, but failure to do so prevents participation in the Competition.

#### § 9. Final Provisions

The Competition is not sponsored, endorsed, administered, or in any way associated with Facebook. All content sent by Competition participants in connection with the Competition (e.g., comments, questions, complaints, etc.) should be addressed to the Organizer. The Organizer releases Facebook from liability for damages arising from the conduct of the Competition through the Organizer's Profile.