

REGULATIONS OF THE "CREATE OLIVIA" PROJECT

GENERAL PROVISIONS

1. These Regulations set out the principles and rules of conduct for the project called "CREATE OLIVIA" (hereinafter referred to as: "Project") from the moment the Project is announced until the completion of the initiative and the submission of a report on its implementation.
2. The competition is organised by: Olivia Serwis Sp. z o.o. with its registered office in Gdańsk (80-309) at ul. Grunwaldzka 472A, NIP: 5842732752 (hereinafter the "Organiser").
3. The main objective of the Project is to improve the comfort of work in common spaces for people working in the Olivia Business Centre (hereinafter "OBC").

COMPETITION RULES

1. Ideas for initiatives may be submitted by Olivia Business Centre Residents and their Employees (hereinafter: "Proposers").
2. Initiatives submitted to the Project cannot violate the law, including in particular personal rights of third parties, as well as generally accepted social standards - this applies in particular to content generally considered vulgar and offensive, containing pornography, erotica, obscene, offending the feelings of others, including religious feelings, depicting violence or racist materials, violating the right to privacy, containing materials protected by exclusive rights (e.g. copyright) without the consent of the right holders. The Proposer assumes all responsibility for any claims that third parties may have against the Organiser, including for the use of rights belonging to third parties to the initiative covered by the Proposal.
3. Proposals for the Project are submitted by sending the form which can be found on the website www.oliviacentre.com to the e-mail address: createolivia@oliviacentre.com
4. One Proposer may propose multiple initiatives under the Project to improve comfort of work in OBC common spaces.
5. Each proposed initiative will be examined in accordance with the criteria set out in these Regulations on the basis of a final decision taken in the form of a vote by the project commission (jury), followed by a public vote.
6. The total budget of the Project amounts to PLN 10,000 (in words: ten thousand) gross.
7. Proposers are not authorised to make any financial commitments on behalf of the Organiser.

DEADLINES

1. Project announcement: 5.08.2021
2. Deadline for submission proposals: 23.08.2021
3. Presentation of 3 selected initiatives by the jury: 25.08.2021
4. Public vote on the selected initiatives: until 10.09.2021.
5. Announcement of Project results: 11.09.2021

PRINCIPLES OF SELECTION

1. Submitting an initiative in accordance with the regulations is tantamount to acceptance to the Project.
2. Each initiative will be examined individually. In case of doubt, the Organiser may ask for additional information and additions within a time limit set by the Organiser.
3. The initiatives will be evaluated by a jury composed of people selected by the Organiser.
4. The Jury shall elect a Chairperson from among its members.
5. The Commission will select 3 most interesting initiatives and those that are realistic in terms of budget.
6. The Jury will make its selection based on a vote by the members of the jury. Each member of the jury has 1 vote which they cast for the proposed initiatives. The initiatives that receive the highest number of votes consecutively will be the winners.
7. The decisions of the jury are final.
8. The initiatives selected by the jury will be published on the website www.oliviacentre.com

9. The final initiative will be selected through a public vote by voting for one of the three initiatives selected by the Commission with the form available in the My Olivia application. The initiative with the highest number of votes will be the winner. In the event of a tie, the Commission will choose the winning initiative from among initiatives with the same number of votes.
10. The voting results will be announced on 11.09.2021. Once announced, the results will be published on the website www.oliviacentre.com

FINAL PROVISIONS

1. Proposers waive gratuitously for the benefit of the Organiser the economic copyright to the proposed initiative idea, unlimited in time and territory, for the purpose of its implementation.
2. A proposal of an initiative is tantamount to the acceptance of these Regulations and a commitment to cooperate with the Organiser in the implementation of the initiative.
3. The Organiser is the Controller of personal data processed in connection with the implementation of the Project. The clause concerning processing of personal data by the Organiser is attached as Appendix 1 to these Regulations.
4. For any information regarding these Regulations and the Competition, please contact the coordinator: Marta Moksa, e-mail address: createolivia@oliviacentre.com
5. The final interpretation of the Regulations rests with the Organiser.
6. The Organiser reserves the right to modify the Regulations.
7. These Regulations shall apply from 5.08.2021.

Appendix 1 to the Project Regulations

INFORMATION ON PERSONAL DATA PROCESSING

In accordance with the provisions of 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 (hereinafter "the Regulation"), we provide you with information regarding the processing of your personal data:

1. Data Controller.

The Controller of your personal data is **Olivia Serwis Spółka z ograniczoną odpowiedzialnością** with its registered office in Gdańsk (80-309) at ul. Grunwaldzka 472A (hereinafter the "Controller").

2. Data Protection Officer.

We have appointed a Data Protection Officer whose contact details are as follows: Olivia Serwis Spółka z ograniczoną odpowiedzialnością, Data Protection Officer, al. Grunwaldzka 472A, 80-309 Gdańsk, e-mail address: iod@oliviacentre.com. This is the person you can contact for all matters concerning the processing of your personal data by using the contact details provided above.

3. Scope of data processing.

The Controller may process the following personal data of yours: data to the extent provided in the Proposal, in particular your name and surname.

4. The purpose of personal data processing and the legal bases.

The Controller will process your personal data for the following purposes:

- a) to facilitate your participation in the Olivia Business Awards Project (hereinafter the "Project") to the group you represent or of which you are a member and to process the Proposal, the Initiative and to adjudicate the competition conducted as part of the Project, including for contact purposes and for the purpose of publishing information about the results of the aforementioned competition, pursuant to Article 6(1)(f) of the Regulation, in connection with the Controller's legitimate interest, which is the possibility of implementing the Project,
- b) to conclude or perform a contract concluded between the Controller and the group you represent or of which you are a member, including contact purposes, the conduct of negotiations or agreements, the performance of certain acts or the drawing up of certain documents connected with the conclusion or performance of the aforementioned contract, pursuant to Article 6(1)(f) of the Regulation, in connection with the performance of the Controller's legitimate interest which is to enable the Controller to conclude or perform the aforementioned contract,
- c) to comply with legal obligations incumbent on the Controller, in particular the preparation, maintenance and archiving of documentation, pursuant to Article 6(1)(c) of the Regulation.
- d) to establish, preserve or pursue claims by the Controller, to establish the Controller's liability or to defend against any claims made against the Controller, including those relating to the conclusion or performance of the contract referred to in item a) above, pursuant to Article 6(1)(f) of the Regulation.

5. Disclosure of personal data (recipients of personal data).

Your personal data may be shared by the Controller with:

- a) entities processing data on behalf of the Controller, including: entities used by the Controller or entrusted by the Controller with the performance of activities within the scope of their business activity or the performance of activities or an agreement referred to in items 4.a) and 4.b) above, entities to whom the Controller entrusted the processing of personal data, entities providing tax, accounting, insurance, consulting, legal assistance, technical or IT services for the Controller,
- b) other controllers who process personal data on their own behalf, including authorised entities and bodies to which the Controller is obliged or authorised to disclose personal data on the basis of binding provisions of law (including law enforcement agencies, enforcement agencies,

judicial and administrative bodies), owners of office buildings forming part of the office complex located in Gdańsk at al. Grunwaldzka 472, with entities providing insurance, payment, courier, postal or banking services.

6. Storage period of personal data.

The duration of storage of personal data depends on the legal basis and the purpose of the processing, taking into account the principle of accountability. In view of the above, your personal data will be stored for the following periods:

- a) in the case of the processing of personal data for the purpose indicated in item 4.a) above - for a period of 12 (twelve) months counted from the day of the announcement of the Project, subject to the period specified in item 6.d) below,
- b) in case of the processing of personal data for the purpose of entering into or performing an agreement referred to in item 4.b) above - for the term of the agreement and settlements related thereto, and after its termination - for the period necessary for the fulfilment of a legal obligation incumbent on the Controller (e.g. for drawing up, keeping and archiving documentation) and the period in which the Controller may suffer the legal consequences of non-performance of this obligation, or for the period referred to in item 6.d) below,
- c) in case of the processing of personal data for the purpose of complying with a legal obligation to which the Controller is subject, for the period necessary for the fulfilment of this obligation and the period during which the Controller can bear the legal consequences of non-fulfilment of this obligation,
- d) for the time necessary to establish, secure or pursue claims by the Controller, or to establish the Controller's liability, or to defend against claims made against the Controller, taking into account the limitation periods set forth in applicable laws.

In the case of personal data processed for different purposes or on different grounds of processing for which there are different storage periods, the total duration of storage of such personal data will not be longer than the storage period which is the last to expire.

7. Source of data (the information concerns personal data obtained otherwise than from you).

Your personal data may come from the Proposal.

8. Available rights.

In connection with the processing of your personal data by the Controller, you have the following rights:

- a) the right to access your personal data,
- b) the right to have your personal data rectified,
- c) the right to have personal data deleted (the right to be forgotten),
- d) the right to have the processing of your personal data restricted,
- e) the right to the portability of personal data to another controller,
- f) the right to object to data processing, including profiling,
- g) the right to withdraw consent if the Controller processes your personal data on the basis of a consent, at any time, without affecting the lawfulness of the processing carried out on the basis of such consent before its withdrawal,
- h) the right to file complaints to the President of the Personal Data Protection Office when you consider the processing of your personal data as infringing the provisions of the Regulations.

9. Automated decision-making, including profiling.

No purely automated decision-making or profiling within the meaning of Article 22 of the Regulation takes place when your personal data is processed. This means that you are not subject to decisions based solely on automated processing, including profiling, which could produce legal effects for you or significantly affect you in an equivalent manner.

10. Requirement to provide data.

The provision of personal data is voluntary, although it may be a condition for participation in the Project or for the conclusion or proper performance of the agreement referred to in item 4.a) above.