

**Rules and Regulations for the Creative Space
in the Old Guardhouse
accompanying the temporary exhibition
held by Royal Łazienki Museum in Warsaw**

§ 1. General provisions

1. These Rules and Regulations set out the rules for entry to and presence in the Creative Space located in the Old Guardhouse, on the premises of the Royal Łazienki Museum in Warsaw (hereinafter: **"Museum"**) having its registered office in Warsaw (00-460), at ul. Agrykola 1, entered in the Register of Cultural Institutions kept by the Minister of Culture and National Heritage under number RIK 108/2018.
2. The Creative Space consists of one room divided into smaller segments and toilets, accessible to the public, as well as office and technical facilities on the first floor, which are not accessible to the public.
3. The Creative Space is intended for people with no age restrictions. Children are only allowed in the Creative Space in the company of an accompanying adult.
4. The Museum does not provide a childcare service. Children remain under the responsibility of their accompanying adults.
5. The facility can accommodate a maximum of 50 people at any one time.
6. The Creative Space offers the following types of activities:
 - a) individual participation in the activities within the Creative Space, on the dates indicated in monthly schedules which are published on the Museum's website and on social media including [in the fb group Small Royal Łazienki - https://www.facebook.com/groups/406870244485118](https://www.facebook.com/groups/406870244485118);
 - b) family workshops and special events for children and their accompanying adults, as provided in the offer available on the website <https://www.lazienki-krolewskie.pl/pl/edukacja/rodziny-i-dzieci>;
 - c) workshops for organised groups, e.g. kindergartens, schools, cultural institutions, held as described in the offer available on the website <https://www.lazienki-krolewskie.pl/pl/edukacja>;
 - d) workshops for groups with individual needs, organised after prior reservation.

§ 2. Reservations. Tickets.

1. Visitors can enjoy the Creative Space:
 - a) free of charge: on Fridays and during free events, which are announced on the Museum website www.lazienki-krolewskie.pl;
2. Tickets to the *Creative Space* and the events taking place there can be purchased at the Museum's ticket offices located in the Officer Cadets School or through Iksoris.
3. The current ticket price list can be found on the Museum's website and at the ticket offices. For more information on the current price list, please visit: www.lazienki-krolewskie.pl/pl/zwiedzanie/cennik.
4. Ticket offices accept payments in Polish zlotys and payment cards.
5. The ticket purchasing process is regulated in detail by the Rules and Regulations for the Sale of Tickets and Visits to Royal Łazienki Museum, available at www.lazienki-krolewskie.pl/pl/regulamin-zwiedzania.
6. The admission ticket to the Creative Space and its accompanying events does not entitle its holder to enter the Museum's permanent exhibitions or temporary exhibitions, or other events requiring a ticket.
7. Registration for workshops for organised groups and selected events is done by e-mail – based on information available in the event offer.
8. To obtain a VAT invoice, please request it at the time of making the reservation or before purchasing a ticket.

§ 3. Rules for visitors to the Creative Space

1. Before entering the Creative Space, remove or secure any objects that could represent a potential hazard during play.
2. In the Creative Space, visitors are required to remove their outdoor footwear; it applies to both adults and children. Visitors can use their own changeable footwear, they can enter in socks (preferably non-slip socks) or wear the shoe protectors available in the Creative Space.
3. Outerwear should be left in the cloakroom at the entrance to the Creative Space. Prams, scooters and children's bicycles must be left and secured at the entrance to the Old Guardhouse, in the arcade of the building. The Museum is not responsible for items left in front of the Old Guardhouse building.
4. In the Creative Space, it is totally forbidden:
 - a) To consume alcohol and drugs;
 - b) To smoke tobacco or use the so called electronic cigarettes.

5. Eating and drinking is only allowed in a designated area indicated by a Creative Space staff member. For the safety of the children, hot meals can be consumed only with the permission of a member of staff in the Old Guardhouse.
6. It is the responsibility of the child's accompanying adult to ensure that children behave properly.
7. While in the Creative Space, please follow the comments and instructions of the Museum staff.
8. The individual stations of the Creative Space are to be used in accordance with their intended purpose.
9. The visitor must report to the Museum staff any defects, damage, destruction of the equipment in the Creative Space, as well as any mishaps, accidents as well as any behaviour of third parties that could pose a threat within the Creative Space.
10. A Museum staff member may deny entry into the building to persons who violate the Rules and Regulations or generally accepted norms of behaviour, pose a danger to other users or a risk of damage to stands located in the Creative Space, and to persons who do not comply with the instructions of Museum employees, and to order those persons to leave the Creative Space. In such a case, the cost of purchased tickets will not be reimbursed.
11. The child's accompanying adult has the duty to take care of the child at all times when he or she is present on the premises of the Old Guardhouse. The child's accompanying adult is responsible for the child's safety and for any damage caused by the child.
12. The child's accompanying adult acknowledges that the use of the Creative Space for its intended purpose requires the child's physical activity, which may involve the risk of bruises, scrapes or other injuries resulting from falls, trips, collisions and other similar accidental events. The child's accompanying adult acknowledges that the above risks may arise despite the Museum's due diligence in providing a safe space for children. Each accompanying adult is required to make their own independent assessment of the child's risk of play, appropriate to the child's age, health and stage of development.
13. By deciding to use the Creative Space, the accompanying adult assumes the risks described in § 3, subsection 12 of the Rules and Regulations and, at the same time, undertakes to take special care and ensure increased supervision of the child during the use of the Creative Space and during participation in the workshops organised there.

§ 4. Personal data protection

In accordance with Article 13 paragraphs 1 and 2 of the Regulation of the European Parliament and of the Council (EU) 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 – OJ UE L 119, 4 May 2016, p. 1) – hereinafter GDPR – please be advised of the following:

The controller of your personal data, as well as the personal data of your family members, if provided at the time of registration, is the Royal Łazienki Museum in Warsaw, address: ul. Agrykola 1, 00-460 Warsaw, NIP tax identification number 7010794896, REGON statistical code 369111140, entered in the Register of Cultural Institutions, kept by the Minister of Culture and National Heritage under No. 108/2018 ("Data Controller").

I. Contact details of the Data Protection Officer

The Data Controller has appointed a Data Protection Officer, whom you may contact at the following e-mail address in matters relating to personal data protection and the exercise of your rights: iod@lazienki-krolewskie.pl or in paper form to: Royal Łazienki Museum in Warsaw, ul. Agrykola 1, 00-460 Warsaw

II. Purposes and legal bases for the processing

We process your personal data and the personal data you have provided for your child:

- 1) to enable you to participate in the Creative Space and in the workshops organised by the Data Controller (in connection with your reservation), based on the Rules and Regulations that you have accepted (Article 6(1)(b) GDPR),
- 2) in order to comply with legal obligations of the Data Controller, in particular those provided for in tax legislation (i.e. based on Article 6(1)(c) GDPR).
- 3) in order to pursue the Controller's legitimate interest, understood as the possibility for the Controller to pursue or defend claims related to the organisation of the Creative Space (Article 6(1)(f) GDPR).

III. Data retention period:

We will process your personal data for the duration of your visit to the Creative Space and afterwards:

- 1) until the end of the limitation period for claims for the use of the Creative Space or participation in workshops (up to 6 years),
- 2) until the expiry of the mandatory retention period under applicable legislation, in particular the obligation to keep accounting documents (up to 6 years),
- 3) until a legitimate objection to the processing of the data subject's data for the indicated purpose is lodged.

IV. Recipients of data

Your personal data and the personal data of your child/person under your care may be transmitted to entities processing personal data on our behalf, such as IT service providers, external accounting and billing offices, marketing and advertising agencies, photographers and other entities that support us in the organisation of the Creative Space – provided that such entities process data on the basis of an entrustment agreement and only in accordance with our instructions as controller.

V. Rights of data subjects:

In accordance with GDPR, you have the following rights:

- 1) the right to request access to your data and to receive a copy of it;
- 2) the right to rectification (correction) of your data;
- 3) the right to erasure (if there are no grounds for the processing of your personal data, you can request that they be erased);
- 4) the right to restrict the processing (you can request the restriction of the processing of your personal data only to the storage of the data or the performance of agreed operations, if the data held is inaccurate or the processing is unfounded; or if erasure is not possible due to the need to establish, pursue or defend claims);
- 5) the right to data portability – where the legal basis for processing is consent (Article 6(1)(a) or 9(2)(a) GDPR) or contract (Article 6(1)(b) GDPR);
- 6) the right to withdraw consent to data processing where it is the basis for the processing (Article 6(1)(a) of GDPR), whereby processing prior to the date of withdrawal is not affected;
- 7) the right to object to the processing of your personal data – where the legal basis for the processing is a legitimate interest (Article 6(1)(f) of GDPR);
- 8) the right to lodge a complaint with a supervisory authority (if your data is processed unlawfully, you may lodge a complaint to this effect with the President of the Personal Data Protection Office or any other competent supervisory authority).

In order to exercise your rights, you may address your request by e-mail to: iod@lazienki-krolewskie.pl or by post to the Data Controller's registered office address.

VI. Automated processing, including profiling

Your personal data will not be processed in an automated manner (including in form of profiling) that may produce legal effects in relation to you or have a significant impact on your situation.

VII. Notice on voluntary provision of data

The provision of data is voluntary. However, it is strictly required for your participation in the Creative Space.

§ 5. Final provisions

1. The purchase of an admission ticket to the Creative Space or the use of the Space during a free visit days is tantamount to accepting these Rules and Regulations.
2. The Rules and Regulations are available on the Museum's website and in the Old Guardhouse building.
3. Any comments, complaints or requests regarding the activities of the Creative Space, the programme offer or service may be made at the ticket offices of the Museum or by e-mail to rezerwacje@lazienki-krolewskie.pl.

4. Where separate rules and regulations apply to a particular event or group of events, their provisions take precedence over the Rules and Regulation for the Creative Space.