

MEDIA & TV

Accreditation Manual

Version 1 (April 2023)

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1

Introduction

1. INTRODUCTION

1.1. Purpose of the manual

This manual has been prepared by European Games Organising Committee (**EGOC**) to assist **Media** in preparing for and completing the accreditation process. All media covering the 3rd European Games Kraków-Małopolska 2023 (**EG2023**) must complete the accreditation process in order to obtain the European Games Identity and Accreditation Cards (**EGIACs**) for their representatives.

2

Accreditation general information



2. Accreditation – general information

2.1. Definition and function of Accreditation

Accreditation authorises a person to undertake a specified activity in a specific area at a specific time to perform that activity. EGO, through the Accreditation, gives the holder the right to carry out his/her function during the EG2023. The accreditation produced and delivered by EGO has two functions:

- identifies the holder,
- provides access to the venues and allows the use of the infrastructure (Athletes' Village, transport, catering, etc.) according to the zoning access specified on the EGIAC.

2.1.1. Acceptable identification documents

Acceptable forms of identification for accreditation process of the EG2023:

- Citizens of Poland – passport, national ID
- Citizens of European Economic Area (Schengen Area) – passport, national ID
- Citizens of the United Kingdom – passport, national ID
- Other nationalities – only passport

2.1.2. Required formats

All information should be typed in English block capitals.

List of characters accepted: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z and 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, @, +, as well as apostrophes (') and hyphens (-).

- For special characters, please see the table below for accurate transcription.
- Personal data provided must be identical to the data on the applicant's identification document.
- [All identification documents must be valid until at least 5th July 2023.](#)
- Do not enter 'same as above', 'ibidem' or 'not applicable'.
- Leave field blank if not applicable.

Transcription table

If you need to enter a character that is not listed among the accepted characters above, please enter the "use for accreditation" replacement character as outlined in the table below:

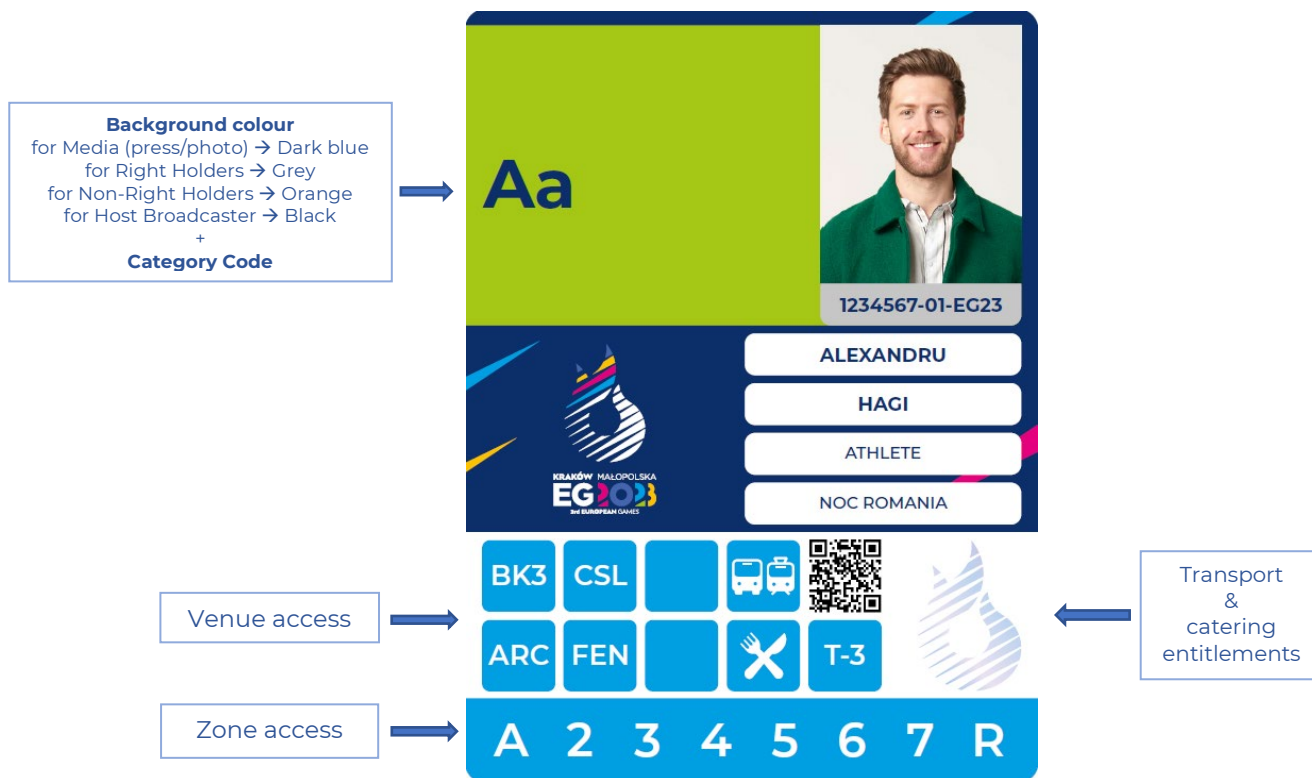


Original	Use for accreditation
Ñ	N
Ü	U
Ö	O
Ø	O
Ä	A
Æ	AE
ç	C
ß	SS
Ð	D
þ	P
À	A

2.1.3. European Games Identity and Accreditation Card (EGIAC)

In order to move around the EG2023 venues within the designated areas and accesses, each media representative must have the European Games Identity and Accreditation Card (EGIAC).

Description of the EGIAC's elements



* European Games Identity and Accreditation Card (EGIAC) may be slightly changed.



2.1.4 Accreditation Photograph Specification

Digital image must follow these guidelines:

- The photo should be current – take it no more than 3 months before submitting the form.
- Face forward, looking straight into the camera with eyes open and nothing covering the face.
- Looking natural with no facial expressions, for example, smiling, grinning or frowning.
- Nothing covering the eyes, for example, hair or glasses' frames.
- No sunglasses or tinted glasses.
- No hat or anything covering the head unless for medical or religious reasons.
- In colour, not black and white.
- The photo should show the whole head (from the top of the head) and the upper part of the shoulders.
- The face should cover 70-80% of the photo.



Accreditation Photograph Specifications

The photograph provided for your accreditation must meet specific criteria. The photograph must be:

- A true likeness of you and of your full head
- In colour, not black and white, against a plain light grey or cream background
- Clear, in sharp focus, free from 'red eye' with no shadow
- Free of any reflection or glare from glasses
- No less than 133 x 100 resolution, and ideally 531 x 398 resolution
- In JPEG format, with a file size no larger than 500 KB

You must:

- Face forward and look straight into the camera with your eyes open and nothing covering your face
- Have nothing covering your eyes e.g. hair or glasses frame
- Not wear sunglasses or tinted glasses
- Not wear a hat or cover your head unless for medical or religious reasons

Sample Photographs



● Approved



● Approved



● Approved



● Black & white



● Head covered



● Face covered



● Not a plain background



● Shadow & glare



● Filters



● Eyes covered



● Moving and not facing camera



2.2. Entry to Poland

At the moment EGOE does not provide any special visa procedure for media from countries whose citizens need a visa to enter Poland.

2.3. Accreditation assistance

- In the event of technical issues with accreditation process, please contact **Accreditation Team**: accreditation.media@ie2023.pl
- For other questions, please stay in contact with our **Media Team**: media@ie2023.pl

2.4. Accreditation zones

Access Code	Accessible Area		
Blue	Field of Play	Operational Area	General Circulation Area
Red		Operational Area	General Circulation Area
White			General Circulation Area
2	Athlete Preparation Area		
3	Mixed Zone		
4	Press Area		
5	Broadcast Area		
6	EOC Family Area		
7	Sky Boxes		
R	Residential Zone of the Athletes' Village		
A	Athletes' Stand		

2.5. Access Matrix

More information about Access Matrix will be provided at the later stage.



3

Media Accreditation

3. MEDIA ACCREDITATION

3.1. Accreditation Timeline

Date	Action
by 7 th April	→ Start of the Media Accreditation Process
By 30 th April	→ Media Accreditation Manual with Bulk template and link to Public Forms is to be sent out
15 th May	→ Deadline for submitting accreditation applications for Media via Public Forms and Bulk template
By 31 st May	→ A decision to accept or reject the accreditation application is to be made
After 5 th June (As per Accreditation Centres operational period)	→ Start of Accreditation distribution in the Accreditation Centres – <u>personal collection</u>

3.2. Accreditation process for NOC Media

NOC Media apply for accreditation using **Bulk template**. The process of their accreditation is similar to that of athletes:

- In your existing SharePoint account, a separate folder named MEDIA has been created.
- Completed Bulk Template with photos of the NOC Media accreditation applicants needs to be uploaded to this folder.
- Our Accreditation Team will upload these data to the GMS, and then our Media Team will decide whether to accept or reject the accreditation applications.
- Bulk template for NOC Media is very similar to the one used for accreditation of delegations, but has less information needed. Instructions how to enter the data correctly are provided in a separate sheet in the Bulk template.

- The NOCs must submit a current high-quality colour photograph ([see Accreditation Photograph Specification](#)) for each member of its media team.

3.2.1 Categories & Functions for NOC Media

Collective	Category	Function
MEDIA	Press/Radio	Journalist (Press/Radio)
	Photo	Photographer

3.3. Accreditation process for Press/Radio & Photo

Journalists (press/radio) and photographers from Poland and outside of Europe apply for accreditation individually **using two separate Public Forms**:

- [Public Form for journalists \(press/radio\)](#)
 - [Public Form for photographers](#)
- } click on the [links](#) to open

Public form – technical instruction

I. Follow the link for desired role:

- Press/radio category
 - Photo category
- Fill all the mandatory form fields (marked with a star *) using English alphabet.
 - Upload your photo (make sure that the file extension is JPG and the size is not more than 6144 KB) – [see Accreditation Photograph Specification](#).

II. The form consists of 4 parts:

- Personal information
- ID document information
- Preferred sport venues
- Data Protection

III. The field title “**Preferred Sport Venues**” refers to **preferred Accreditation Centre** (accreditation pick up point) and **sport venues of your interest**. In order to choose the most convenient for you Accreditation Pick Up Point, choose one Centre from the drop list:

- Wroclaw Accreditation Centre
- Chorzow Accreditation Centre
- Rzeszow Accreditation Centre
- Oswiecim Accreditation Centre
- Bielsko-Biala Accreditation Centre
- Krakow Main Accreditation Centre
- Tarnow Accreditation Centre
- Krynica-Zdroj Accreditation Centre
- Zakopane Accreditation Centre
- Myslenice Accreditation Centre

IV. The field for choosing preferred sport venues is **multiple choice type**. In order to choose the right sport venue, **take a look at the table on the bottom of the form** – it explains which sport will be performed on which venue. Make your choices basing on this table.

V. Before clicking on SUBMIT button **Submit** make sure to get familiar with General Data Protection Regulation – you will find the whole GDPR information on our website (you can get re-directed there from the form via link under this section).

After submitting your accreditation application, you will receive the confirmation e-mail.

3.3.1. Categories & Functions for Press/Radio & Photo

Collective	Category	Function
MEDIA	Press/Radio	Journalist (Press/Radio)
	Photo	Photographer

3.4. Accreditation process for Non-Right Holders

Non-right Holders apply for accreditation individually **using two separate Public Forms**:

→ [Non-right Holder TV](#)

→ [NRH Film Documentary](#)



click on the links to open

Public form – technical instruction

I. Follow the link for desired role:

- a) Non-right Holder TV
 - b) NRH Film Documentary
- Fill all the mandatory form fields (marked with a star *) using English alphabet.
 - Upload your photo (make sure that the file extension is JPG and the size is not more than 6144 KB) – [see Accreditation Photograph Specification](#).

II. The form consists of 4 parts:

- Personal information
- ID document information
- Preferred sport venues
- Data Protection

III. The field title “**Preferred Sport Venues**” refers to **preferred Accreditation Centre** (accreditation pick up point) and **sport venues of your interest**. In order to choose the most convenient for you Accreditation Pick Up Point, choose one Centre from the drop list:

- Wroclaw Accreditation Centre
- Chorzow Accreditation Centre
- Rzeszow Accreditation Centre
- Oswiecim Accreditation Centre
- Bielsko-Biala Accreditation Centre
- Krakow Main Accreditation Centre
- Tarnow Accreditation Centre
- Krynica-Zdroj Accreditation Centre
- Zakopane Accreditation Centre
- Myslenice Accreditation Centre

IV. The field for choosing preferred sport venues is **multiple choice type**. In order to choose the right sport venue, **take a look at the table on the bottom of the form** – it explains which sport will be performed on which venue. Make your choices basing on this table.

V. Before clicking on SUBMIT button **Submit** make sure to get familiar with General Data Protection Regulation – you will find the whole GDPR information

on our website (you can get re-directed there from the form via link under this section).

After submitting your accreditation application, you will receive the confirmation e-mail.

3.4.1. Categories & Functions for Non-right Holders

Categories & Functions – NRH TV

Collective	Category	Function
NON-RIGHT HOLDER	NRH TV	TV - Senior Management Personnel
		TV - Production and Technical Personnel
		TV - IBC Support Personnel
		TV - Staff
		TV - Director
		TV - Producer
		TV - Commentator
		TV - Technical Staff
		TV - Production Staff
		TV - Administrative Staff

Categories & Functions – NRH Film Documentary

Collective	Category	Function
NON-RIGHT HOLDER	NRH FILM DOCUMENTARY	Documentary Film Staff
		Documentary Film Director
		Documentary Film Producer

3.5. Accreditation process for Right Holders & Host Broadcaster

Right Holders and Host Broadcaster can submit accreditation data **in two ways**:

- (1) Online single application (via Public Form)
- (2) Bulk Template

**EGOC Accreditation Team strongly recommends
the submission of accreditation applications
via Public Form.**

3.5.1. Online single application (via Public Form)

Right Holders and Host Broadcaster can apply for accreditation individually **using five separate Public Forms:**

- [Right Holder TV](#)
 - [Right Holder Radio](#)
 - [Right Holder TV & Radio](#)
 - [Right Holder News Access](#)
 - [Host Broadcaster](#)
- } **click on the links to open**

Public form – technical instruction

I. Follow the link for desired role:

- a)** Right Holder TV
- b)** Right Holder Radio
- c)** Right Holder TV & Radio
- d)** Right Holder News Access
- e)** Host Broadcaster

- Fill all the mandatory form fields (marked with a star *) using English alphabet.
- Upload your photo (make sure that the file extension is JPG and the size is not more than 6144 KB) – [see Accreditation Photograph Specification](#).

II. The form consists of 4 parts:

- Personal information
- ID document information
- Preferred sport venues
- Data Protection

III. The field title “**Preferred Sport Venues**” refers to **sport venues of your interest**. The field for choosing preferred sport venues is **multiple choice type**.

IV. In order to choose the right sport venue, **take a look at the table on the bottom of the form** – it explains which sport will be performed on which venue. Make your choices basing on this table.

V. Before clicking on SUBMIT button **Submit** make sure to get familiar with General Data Protection Regulation – you will find the whole GDPR information on our website (you can get re-directed there from the form via link under this section).

After submitting your accreditation application, you will receive the confirmation e-mail.

3.5.2. Bulk template

For Right Holders and Host Broadcaster that do not decide to upload the data individually using Public Form, EGOE offers another method of providing the data needed for accreditation – **Bulk template**.

Among the application documents there is an Excel file named "**EG2023_Bulk Template_Instruction_HB&RH**". In the sheet "Your_Template" the required fields need to be filled in. In the other sheets there are necessary instructions.

- Should you decide to submit registration data using the Bulk template option, you must upload completed Bulk template and photographs to dedicated SharePoint folder the latest **by 15th May 2023**.
 - Folders for Right Holders and Host Broadcaster will be created based on the data submitted in the **User Account Application Form**.
 - Right Holders and Host Broadcaster must submit a current high-quality colour photograph ([see Accreditation Photograph Specification](#)) for each member of the team.
 - Bulk templates with incomplete information or not acceptable photos will be sent back to be improved.
- ➔ **IMPORTANT:** The photos in the folder must have the same file name as in the Bulk template in the column named “Picture” (.jpg or .png format required).

Note: The name of the picture **along with extension** in Excel template must **match the actual photo extension** (shared in the folder).

3. MEDIA ACCREDITATION

- For more information how to fill in Bulk template correctly, please find “Instruction” sheet in it.
- Our Accreditation Team will upload these data to the GMS (Games Management System).

After submitting your accreditation application, you will receive the confirmation e-mail.

Items to be returned to EGO

When choosing Bulk template option Right Holders and Host Broadcaster must remember that **this requires delivering two completed and duly signed documents.**

- Filled in and duly hand-signed **Responsible Organisation Undertaking** and **User Account Application Form** must be returned to accreditation.media@ie2023.pl.
- Complete these forms clearly using CAPITAL LETTERS. It can be filled in electronically, but **must contain a handwritten or electronic signature.**

**No accreditation applications
can be submitted until these forms
are received by EGO.**

A) **Responsible Organisation Undertaking (ROU)**

- This form gives EGO Accreditation Team permission to provide the accreditation information received from your organisation to the Ministry of the Interior and Administration and other relevant Polish authorities responsible for screening and issuing Games-time travel authorisation (if applicable).
- Under this document there is a transfer of responsibility for the submission of personal data to your organisation in accordance with the General Data Protection Regulations (GDPR).
- ROU includes two appendices: Appendix I (“Processing of applicant personal information – Data Protection Notice”) and Appendix II – “Image rights, copyright assignment and granted license” ([see Responsible Organisation Undertaking](#)).



B) User Account Application Form (UAAF)

- The data provided in this form will be used to create an individual for each Right Holder/Host Broadcaster dedicated folder on SharePoint, which is intended to be a safe place for uploading completed Bulk template with accreditation photos of the participants ([see User Account Application Form](#)).
- Once EGOE has received this document we will create an account specific for your organisation.

Login data (login and password) will be sent to the user by e-mail within 5 working days.

3.5.3. Categories & Functions for Right Holders & Host Broadcaster

Categories & Functions – Right Holder TV

Collective	Category	Function
RIGHT-HOLDER	RIGHT HOLDER TV	TV - Senior Management Personnel
		TV - Production and Technical Personnel
		TV - IBC Support Personnel
		TV - Staff
		TV - Director
		TV - Producer
		TV - Commentator
		TV - Technical Staff
		TV - Production Staff
		TV - Administrative Staff

Categories & Functions – Right Holder RADIO

Collective	Category	Function
RIGHT-HOLDER	RIGHT HOLDER RADIO	Radio - Senior Management Personnel
		Radio - Production and Technical Personnel
		Radio - IBC Support Personnel
		Radio - Staff
		Radio - Director
		Radio - Producer
		Radio - Commentator
		Radio - Technical Staff
		Radio - Production Staff
		Radio - Administrative Staff



Categories & Functions – Right Holder TV & RADIO

Collective	Category	Function
RIGHT-HOLDER	RIGHT HOLDER TV & RADIO	TV & Radio Reporter
		TV & Radio Technician
		TV & Radio Other

Categories & Functions – Right Holder NEWS ACCESS

Collective	Category	Function
RIGHT-HOLDER	RIGHT HOLDER NEWS ACCESS	News Reporter
		News Staff

Categories & Functions – Host Broadcaster

Collective	Category	Function
HOST BROADCASTER	HOST BROADCASTER	Senior Management Personnel
		Production and Technical Personnel
		IBC Support Personnel
		Staff
		Director
		Producer
		Commentator
		Technical Staff
		Production Staff
		Administrative Staff

4

Receipt of Accreditation

4. RECEIPT OF ACCREDITATION

EGIAC must be picked up **individually** at the **Accreditation Centre** (as per Accreditation Centres operational period).

4.1. Location of Accreditation Centres

City	Venue (with hyperlinks to Google Maps – if available)	Clients Group(s)	Accreditation Services
KRAKÓW	Krakow Athletes' Village	NOC Delegations NOC Guest Pass	Accreditation Centre (full service) • Card production • Problem resolution • Reissuing lost/stolen card(s)
KRAKÓW	Main Accreditation Centre	All (except of NOCs)	Accreditation Centre (full service) • Card production • Problem resolution • Reissuing lost/stolen card(s)
TARNÓW	Tarnow Accreditation Centre	All	Accreditation Centre (full service) • Card production • Problem resolution • Reissuing lost/stolen card(s)
KRYNICA- ZDRÓJ*	Krynica-Zdroj Accreditation Centre	All	Accreditation Centre (full service) • Card production • Problem resolution • Reissuing lost/stolen card(s)

4. RECEIPT OF ACCREDITATION

ZAKOPANE**	<u>Zakopane Accreditation Centre</u>	All	Accreditation Centre (full service) <ul style="list-style-type: none"> • Card validation • Card production • Problem resolution • Reissuing lost/stolen card(s)
WROCLAW	<u>Wroclaw Accreditation Centre</u>	All	Accreditation Centre (full service) <ul style="list-style-type: none"> • Card validation • Card production • Problem resolution • Reissuing lost/stolen card(s)
CHORZÓW	<u>Chorzow Accreditation Centre</u>	All	Accreditation Centre (full service) <ul style="list-style-type: none"> • Card validation • Card production • Problem resolution • Reissuing lost/stolen card(s)
RZESZÓW	<u>Rzeszow Accreditation Centre</u>	All	Accreditation Centre (full service) <ul style="list-style-type: none"> • Card validation • Card production • Problem resolution • Reissuing lost/stolen card(s)
OŚWIĘCIM	<u>Oswiecim Accreditation Centre</u>	All	Accreditation Centre (full service) <ul style="list-style-type: none"> • Card validation • Card production • Problem resolution

4. RECEIPT OF ACCREDITATION

			<ul style="list-style-type: none"> • Reissuing lost/stolen card(s)
BIELSKO-BIAŁA	<u>Bielsko-Biala Accreditation Centre</u>	All	Accreditation Centre (full service) <ul style="list-style-type: none"> • Card validation • Card production • Problem resolution • Reissuing lost/stolen card(s)
MYŚLENICE	<u>Myslenice Accreditation Centre</u>	All	Accreditation Centre (full service) <ul style="list-style-type: none"> • Card validation • Card production • Problem resolution • Reissuing lost/stolen card(s)

* Krynica-Zdroj is an Accreditation Centre for Nowy Sącz.

** Zakopane is an Accreditation Centre for Nowy Targ.

4.2. Accreditation Centres Opening Hours

City	Venue	Operating Days**	Opening Hours**
KRAKÓW	Krakow Athletes' Village	11 th June – 3 rd July 2023	7:00-21:00
KRAKÓW	Main Accreditation Centre	6 th June – 2 nd July 2023	7:00-21:00
TARNÓW	Tarnow Accreditation Centre	10 th June – 2 nd July 2023	8:00-20:00
KRYNICA-ZDRÓJ	Krynica-Zdroj Accreditation Centre	9 th June – 1 st July 2023	8:00-20:00
ZAKOPANE	Zakopane Accreditation Centre	15 th June – 2 nd July 2023	8:00-20:00
WROCLAW	Wroclaw Accreditation Centre	19 th June – 2 nd July 2023	8:00-20:00

4. RECEIPT OF ACCREDITATION

CHORZÓW	Chorzow Accreditation Centre	17 th June – 25 th June 2023	8:00-20:00
RZESZÓW	Rzeszow Accreditation Centre	18 th June – 28 th June 2023	8:00-20:00
OŚWIĘCIM	Oswiecim Accreditation Centre	18 th June – 27 th June 2023	8:00-20:00
BIELSKO-BIAŁA	Bielsko-Biala Accreditation Centre	19 th June – 23 rd June 2023	8:00-20:00
MYŚLENICE	Myslenice Accreditation Centre	23 rd June – 28 th June 2023	8:00-20:00

** Operating Days and Opening Hours may be slightly changed.

4.3. Lost, stolen or damaged EGIAC

In the event of loss or theft of EGIAC, the decision regarding whether or not to issue a new EGIAC is made by EGO. This requires Accredited Person to follow the following procedure:

In the event of theft:

- Theft must be reported to the police within 24 hours.
- Confirmation of the theft report must be presented to the Accreditation Centre.

In the event of loss or destruction:

- Loss or destruction of EGIAC must be reported to the Accreditation Centre within 24 hours.
- In the event of loss or destruction of EGIAC, EGO reserves the right to charge a flat-rate compensation of EUR 100 for the issue of a new one.

5

Procedure for scheduling interviews in the AVL

5. PROCEDURE FOR SCHEDULING INTERVIEWS IN THE AVL

Interviewing athletes at their accommodation is possible but [only in Krakow AVL](#) and according to strict rules defined by EGOC.

5.1. Procedure for journalists to access to AVL Krakow

STEP 1 A journalist wishing to schedule an interview in the Krakow Athletes' Village reports this to NOC Press Attache, who reports it to our Press Office.

STEP 2 A journalist reports such a wish to the Media Department. A volunteer from Media Department sets an appointment for the interview.

The date is set individually at the Media Centre in the Main Accreditation Centre or by applying via a dedicated email address.

STEP 3 A journalist is required to provide his/her identification details:

- first and last name,
- accreditation number,
- organisation/title
- name of the athlete he/she is scheduled to interview.

STEP 4 Once a journalist arrives at the agreed time to the Accreditation Centre in the AVL Krakow, he/she leaves his or her accreditation (EGIAC) and receives **AVL Media Pass**.

STEP 5 Accompanied by a volunteer, a journalist is guided to the dedicated interview room where the athlete is awaiting him/her.

There will be four interview rooms available every day from 12:00 to 8:00 pm.

STEP 6 A journalist has 30 minutes to conduct the interview. If the interview ends earlier, a journalist reports this to the volunteer taking care of the interview room.

In the attendance of an accompanying volunteer, a journalist is escorted to the Accreditation Centre to leave AVL Media Pass and pick up his/her accreditation (EGIAC).

ACCREDITATION ASSISTANT

- In the event of technical issues with accreditation process, please contact **Accreditation Team:** accreditation.media@ie2023.pl
- For other questions, please stay in contact with our **Media Team:** media@ie2023.pl

RESPONSIBLE ORGANISATION UNDERTAKING

RESPONSIBLE ORGANISATION (Please write clearly in CAPITAL LATIN LETTERS)

INTRODUCTION

As part of the accreditation process for the 3rd European Games Kraków-Małopolska 2023 (“**EG2023**”), each organisation (“**Responsible Organisation**”) applying for accreditation of its members, staff, delegates, guests and other third parties (“**Applicants**”) is responsible for collecting and submitting to European Games Organising Committee (“**EGOC**”) certain personal information (such as family name, given name, date of birth, nationality, ID document number, gender) and other accreditation information relevant to the purposes of accreditation and organisation of the EG2023 (“**Applicant Personal Information**”) on behalf of each Applicant for whom it requests an accreditation.

The conditions applicable to the processing of Applicant Personal Information are described in the notice included in **Appendix I** to this Responsible Organisation Undertaking (the “**Data Protection Notice**”).

In addition to the Data Protection Notice, **Appendix II** to this Responsible Organisation Undertaking (“**Image Rights, Copyright Assignment and Granted License**”) contains provisions related to the capture and use of the image of the Applicants during the EG2023 as well as other intellectual property provisions applicable to them.

Return completed and signed by **Representative of the Responsible Organisation** document to EGOC Accreditation Team e-mail accreditation.media@ie2023.pl.

RESPONSIBLE ORGANISATION UNDERTAKING

The Responsible Organisation confirms and undertakes the following:

1. The Responsible Organisation is validly represented by the signatory/ies below, who has/have been duly authorised and has/have all necessary powers to represent the Responsible Organisation for the purposes of the Responsible Organisation giving this Undertaking.
2. The Responsible Organisation is aware of the Data Protection Notice and understands for what purposes and in what manners the Applicant Personal Information will be processed by EGOC, Governmental Authorities and the European Olympic Committee (“**EOC**”) and relevant third parties in relation to the accreditation process and the staging of the EG2023, including after the closing of the EG2023.

3. Before submitting any Applicant Personal Information to EGOC, the Responsible Organisation shall:

- a) inform the relevant Applicants (and, for Applicants who are minors under the laws of their country of residence their parents or legal guardians) of the conditions applicable to the processing of Applicant Personal Information as described in Data Protection Notice, including with regards to rights which they may have under applicable law to access, rectify or delete their Applicant Personal Information and ensure that they understand these conditions; and
- b) ensure that, to the best of its knowledge based on all verification means at the Responsible Organisation's disposal, the Applicant Personal Information transmitted to EGOC is accurate, complete and up-to date including where applicable, Applicant Personal Information that have been provided by the Responsible Organisation to EGOC, through the Games Management System (GMS).

4. The Responsible Organisation will comply with all laws and regulations applicable to the collection, processing and transfer of Applicants Personal Information by the Responsible Organisation as necessary for carrying out its responsibilities under this Responsible Organisation Undertaking.

5. **The Responsible Organisation shall:**

- a) inform the Applicants (and, for Applicants who are minors under laws of their country of residence their parents or legal guardians) of the provisions related to the capture and use of their image during the EG2023 as well as the other intellectual property provisions applicable to them, as described in Appendix II to this Responsible Organisation Undertaking; and
- b) obtain the Applicants' (and, for Applicants who are minors under laws of their country of residence their parents or legal guardians) express consent regarding the capture and use of their image during the EG2023 as well as regarding the other intellectual property provisions applicable to them, as per Appendix II to this Responsible Organisation Undertaking.

GIVEN NAME (in capital letters)

FAMILY NAME (in capital letters)

SIGNATURE of Representative of the Responsible Organisation

DATE (dd/mm/yyyy)

RESPONSIBLE ORGANISATION UNDERTAKING

APPENDIX I

PROCESSING OF APPLICANT PERSONAL INFORMATION – DATA PROTECTION NOTICE

In their capacity as organisers of the 3rd European Games Kraków-Małopolska 2023 (“**EG2023**”), European Games Organising Committee (“**EGOC**”) will process certain personal information about persons seeking accreditation for the EG2023 (“**Applicants**”) such as family name, given name, date of birth, nationality, ID document number, gender and other accreditation information relevant to the purposes of accreditation and organisation of the EG2023 (“**Applicant Personal Information**”). This Data Protection Notice describes the purposes for which Applicant Personal Information will be processed, the entities processing such Applicant Personal Information, as well as other important information related to the rights of Applicants.

1. Authorised purposes

Applicant Personal Information will be processed by EGOC and the entities mentioned in Section 2 below for the following purposes (“**Authorised Purposes**”):

- a) conducting the accreditation and visa process and granting accreditation and all related rights and entitlements to Applicants;
- b) ensuring the security of the EG2023 and safety of participants, including performing any operation necessary for this purpose such as security background checks;
- c) carrying out general EG2023 administration activities and providing certain services (such as accommodation, transport, etc.) to accredited persons;
- d) carrying out the European Olympic Games-related scientific research and projects;
- e) ensuring compliance with the Olympic Charter, the EOC Code of Ethics, and other laws and rules applicable to accredited persons;
- f) complying with any legal obligation of EGOC and/or the European Olympic Committee (“**EOC**”), including without limitation by disclosing any Applicant Personal Information pursuant to any order issued by competent authorities; and
- g) any other purposes to which Applicants may expressly agree.

2. Processing of Applicant Personal Information by EGOC and other organisations

EGOC will process Applicant Personal Information for the fulfilment of the Authorised Purposes, which may in particular include sharing Applicant Personal Information with the Government of Poland and its relevant authorities (“**Governmental Authorities**”) and other authorities, the EOC, media covering the EG2023 and other service providers and third parties working on their behalf such as hotels and other accommodation-related service providers.

Applicant Personal Information will be processed by EGO and Governmental Authorities, in compliance with the laws applicable in Poland and will be stored primarily in Poland. However, Applicant Personal Information may also be transferred to the EOC and other third parties located outside of Poland, which will process such Applicant Personal Information in compliance with laws applicable in their respective jurisdiction.

EGOC, Governmental Authorities and the EOC will retain and process Applicant Personal Information for no longer than necessary for the Authorised Purposes and/or as authorised by applicable laws. This may include in certain cases retaining certain Applicant Personal Information for several years after the end of the EG2023.

3. Contacting EGO and/or the EOC

Where relevant under applicable law, requests for access, rectification or deletion of Applicant Personal Information or any question regarding the processing of such Applicant Personal Information can be addressed:

- a) to EGO at the following address: Igrzyska Europejskie 2023 Sp. z o.o., Życzkowskiego 20 Street, 31-864 Cracow, Poland or to accreditation@ie2023.pl;
- b) to the EOC at the following address: European Olympic Committees, Palazzina CONI – "Villino Giulio Onesti", Via della Pallacanestro, 19-00135 Rome, Italy or to gdpr@eurolympic.org.

4. Background and security checks

In order to ensure the security and safety of the EG2023, certain background and security checks must be carried out before accreditation can be granted to an Applicant. To that effect, EGO will share Applicant Personal Information with Governmental Authorities which will conduct their background and security checks, under their responsibility. Once their verifications are completed, EGO will be notified of the result by Governmental Authorities. If a result in respect of an Applicant is negative, the Applicant will not be eligible to receive the EG2023 accreditation. In this case, EGO will notify the nominated primary person of contact for the Responsible Organisation of the concerned Applicant of the result of the background and security check, and the Responsible Organisation will be responsible to notify such result to the Applicant. However, EGO, the Responsible Organisation and the concerned Applicants will not have access to the details of the background and security checks and the reasons why a negative result has been returned.

RESPONSIBLE ORGANISATION UNDERTAKING

APPENDIX II

IMAGE RIGHTS, COPYRIGHT ASSIGNMENT AND GRANTED LICENSE

1. Capture and use of images: Applicants may be filmed and photographed during the EG2023

As participants in the 3rd European Games Kraków-Małopolska 2023 (“EG2023”), the persons seeking accreditation for the EG2023 (“Applicants”) will be participating in an exceptional event which has ongoing international and historical significance. In consideration of the acceptance of their participation therein, Applicants agree to be filmed, televised, photographed, identified and/or otherwise recorded during the EG2023, and that their captured or recorded image, together with their names, likenesses, voices, performances and biographical information, may be used, including copied and communicated to the public, in any content, format and through any media and technology whether now existing or created in the future, without payment, for the maximum duration permitted by applicable law and when applicable at least until they are in the public domain, by European Games Organising Committee (“EGOC”), European Olympic Committees (“EOC”) and its affiliates or third parties such as broadcasters, social media networks, international sports federations, National Olympic Committees and third parties authorised by EOC during and after the EG2023 in relation to the celebration and direct or indirect promotion of the European Games, the EOC and the Olympic Movement in a commercial or non-commercial manner.

2. Copyright assignment and granted license

Applicants may take or record still and moving images and/or sounds within the perimeter of the EG2023 venues where the events occur and Applicants agree that the EOC shall be sole owner of any intellectual property rights (including copyrights) in such content without further authorisation form, or payment or compensation to, the Applicants or anyone acting on their behalf, and Applicants hereby assign any rights they may have in respect of such content to the EOC, including without limitation the right to make derivative works, and to the extent permitted by applicable laws, waiving all moral rights in the same.

Pursuant to the above, Applicants acknowledge that the EOC hereby grants them with a limited and revocable license to use the still and moving images and/or sounds that Applicants take or record within the perimeter of the EG2023 venues where the events occur, provided that such use is personal, private, non-commercial and non-promotional and that otherwise complies with any additional EOC requirements.

USER ACCOUNT APPLICATION FORM

The data provided in this form will be used to create an individual for each Right Holder (RH) / Host Broadcaster (HB) dedicated folder on SharePoint which is intended to be a place for uploading completed Bulk template with accreditation photos of the participants. User Account Application Form **is to be signed by Representative of the Responsible Organisation (RH or HB).**

We only collect and use personal data of our users insofar as this is necessary to provide a functional tool for registration and other operational purposes. The collection and use of personal data of our users takes place routinely only with the user's consent. The personal data of the data subject will be deleted as soon as the purpose of storage ceases to apply. European Games Organising Committee (EGOC) does not share the personal information collected as part of this user account setup process with any third parties.

- **One Right Holder/Host Broadcaster can request one account.** Please complete User Account Application Form for person delegated to insert personal data of accreditation applicants to SharePoint.
- Complete this form clearly using CAPITAL LETTERS. It can be filled in electronically, but **must contain a handwritten signature.**
- Return the completed and duly signed form to EGOC Accreditation Team e-mail accreditation.media@ie2023.pl.
- The login data (login and password) will be sent to Right Holder/Host Broadcaster by e-mail within 5 working days.

RIGHT HOLDER / HOST BROADCASTER

Details of the requested user account holder:

GIVEN NAME:

FAMILY NAME:

E-MAIL ADDRESS:

PHONE NUMBER (including country code):

Details of Representative of the Responsible Organisation

GIVEN NAME:

FAMILY NAME:

POSITION:

(Signature of Representative of the Responsible Organisation)



KRAKÓW MAŁOPOLSKA
EG2023
3rd EUROPEAN GAMES

Organising Committee