

VOLUNTEERING REGULATIONS FOR THE 33rd EDITION OF THE ETIUDA&ANIMA INTERNATIONAL FILM FESTIVAL

§1

GENERAL PROVISIONS

1. These Regulations set out the rules governing volunteering during the 33rd edition of the Etiuda&Anima International Film Festival (hereinafter referred to as the "Festival"), scheduled to take place from 26 to 31 October 2026.
2. The Festival is organized by the Foundation for the Promotion of Artistic, Film and Audiovisual Culture ETIUDA&ANIMA, with its registered office at ul. Mikołaja Kopernika 19, 31-529 Kraków, Poland, entered in the Register of Associations and Other Social and Professional Organizations, Foundations and Independent Public Healthcare Institutions of the National Court Register, maintained by the District Court for Kraków, XI Commercial Division of the National Court Register, under KRS number 0000642775, NIP: 9452198761 (hereinafter referred to as the "Organizer" or the "Beneficiary").
3. Volunteering is carried out in accordance with the principles set out in the Act of 24 April 2003 on Public Benefit Activity and Volunteerism (Journal of Laws of 2024, item 1491, as amended).
4. Any individual who has reached the age of 18 may be accepted as a Volunteer (hereinafter referred to as the "Volunteer").
5. In particularly justified cases, the Organizer may accept the participation of a Volunteer under the age of 17; the Organizer shall determine whether a given case is particularly justified.
6. During the Festival, the Organizer provides each Volunteer with a personalized ID badge (hereinafter referred to as the "accreditation").
7. The accreditation is personal and may not be transferred to another person. For verification purposes, Volunteers may be asked to present an appropriate identification document (e.g. an identity card). Transferring the accreditation to another person shall result in its immediate invalidation.
8. Volunteers are entitled to free admission to all screenings held as part of the Festival, provided that attending a screening does not interfere with the performance of their assigned duties.
9. Volunteers are entitled to free admission to the Festival Club upon presentation of their accreditation.
10. Volunteers are entitled to attend selected accompanying events during the 33rd edition of the Etiuda&Anima International Film Festival upon presentation of their personalized ID badge. A list of such events will be made available no later than on the day the Festival begins.
11. Each Volunteer working during the 33rd edition of the Etiuda&Anima International Film Festival shall sign a cooperation agreement specifying their rights and obligations.
12. As part of their volunteering, Volunteers may complete an internship during the Festival. The intention to complete an internship must be indicated in the application form, together with the preferred number of hours.
13. Each Volunteer has the right to receive from the Beneficiary a certificate confirming their volunteer service during the Festival, as well as a certificate confirming completion of a student internship. The certificates referred to in the preceding sentence will be prepared after the Festival, provided that the Volunteer has previously submitted a request for them.

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SCHEDULE AND DURATION OF VOLUNTEERS' COOPERATION

1. The minimum duration of volunteering during the Festival is 4 days (4 shifts), with no more than 8 hours of work during any single shift. Detailed provisions in this regard are set out in individual agreements concluded with the Beneficiary.
2. A Volunteer may be released from a shift or part of a shift only with the consent of the person coordinating the department in which they perform their duties or the Volunteer Manager. Leaving a shift without obtaining prior consent is not permitted.
3. A shift may be extended by mutual agreement, provided that the Volunteer has given their prior consent.
4. Volunteers should arrive punctually for their shifts, in accordance with the schedule agreed with the Department Coordinator. Any lateness or absence from a shift must be reported immediately to the Department Coordinator or the Volunteer Manager.
5. Leaving a shift without prior notification of the Department Coordinator or the Volunteer Manager, or remaining in a cinema during shift hours without the prior consent of the direct supervisor, may result in the immediate termination of the cooperation agreement.
6. Organizers encourage Volunteers to attend screenings and open accompanying events outside their assigned shift hours.

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DUTIES OF VOLUNTEERS

1. Volunteers are required to familiarize themselves with the Volunteer Handbook provided no later than one week before the Festival begins, in particular with the Festival programme, accompanying events, and Festival venues and their locations.
2. Volunteers are required to provide interested persons, audiences, and Festival guests with competent and basic information about the Festival.
3. Volunteers should maintain order at the Festival venue where they are carrying out their shift.
4. During their shifts, Volunteers should wear their personalized ID badge unless otherwise instructed by the Department Coordinator.
5. Volunteers are strictly prohibited from consuming alcohol or any other intoxicating substances during their shifts, as well as from reporting for a shift under the influence of alcohol or any other intoxicating substance, or in a condition indicating prior consumption thereof, under penalty of termination of the cooperation agreement.
6. Excessive consumption of alcohol outside a Volunteer's shift on Festival premises is not permitted, under penalty of termination of the cooperation agreement.
7. The Volunteers' Room is designated as the place for Volunteers to rest and consume meals and beverages. Its exact location and any details or changes concerning its operation will be announced in the Volunteer Handbook and through the relevant information channels dedicated to Volunteers.
8. The detailed rights and obligations of Volunteers are set out in the individual agreement concluded with the Beneficiary.

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COMMUNICATION

1. Volunteers are required to report all problems to their direct supervisor or the Volunteer Coordinator.
2. Volunteers are required to provide the Volunteer Coordinator with a daily account of events and report any problems encountered during their shift.
3. Each Volunteer is required to check daily the messages posted in the dedicated Facebook information group created for communication during the Festival.
4. Each Volunteer is required to answer phone calls from their direct supervisor and from the Volunteer Manager.
5. The direct supervisor is designated by the Volunteer Manager.
6. The Volunteer Manager is: Jaśmina Madej; e-mail: jasmina.madej@etiudaandanima.pl

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PROCESSING OF PERSONAL DATA

1. The controller of personal data is the Foundation for the Promotion of Artistic, Film and Audiovisual Culture ETIUDA&ANIMA, with its registered office at ul. Mikołaja Kopernika 19, 31-529 Kraków, Poland, entered in the Register of Associations and Other Social and Professional Organizations, Foundations and Independent Public Healthcare Institutions of the National Court Register, maintained by the District Court for Kraków, XI Commercial Division of the National Court Register, under KRS number 0000642775, NIP: 9452198761.
2. Providing personal data is necessary for the recruitment process and, in the event of signing a volunteering agreement, for the purpose of performing services for the Beneficiary, in accordance with Article 6(1)(a) and (b) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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), dated 27 April 2016.
3. The data controller informs that:
 - a) providing the data is voluntary, but necessary for the performance of the agreement;
 - b) you have the right to request access to your personal data, its rectification, erasure – in accordance with Article 17 of the GDPR – and restriction of processing, the right to data portability, and the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal;
 - c) you have the right to object to the processing of your personal data and to lodge a complaint with the supervisory authority – the Personal Data Protection Office (Urząd Ochrony Danych Osobowych);
 - d) personal data will be stored for the period necessary to perform the cooperation agreement;
 - e) if an applicant is not accepted for volunteering or if a cooperation agreement is not signed, their personal data will be deleted immediately;
 - f) personal data are not used for the purpose of making automated decisions or profiling.