

RULES and CONDUCTS OF PARTICIPATION

Erasmus+ Training course

From Idea to Impact

19-28/10/2025 – Upeslīči atputai, Jelgava, Latvia

PARTICIPATION PART:

I also confirm my/that:

1. I am aware that my participation in the project is funded by the Erasmus+ program (accommodation, food, travel, materials and other);
2. I am voluntarily participating in this activity. I am aware of the risks associated with traveling from my country of origin to Latvia and back;
3. I have accurately completed the required forms and provided accurate personal data to the Project Coordinator;
4. I understand that I am responsible for my own safety (not using drugs, not exceeding alcohol, not walking alone at night in the city etc.) and health, as well as for managing the risks and for determining my suitability for the project in which I will participate;
5. I am aware and understand that I should carry **my own health insurance**, and have a European health insurance card, but if by any chance I don't have it I will not and can not hold responsible Host Organization to carry on my medical costs (if the insured event occurs). The Do Great things. Latvia team according to the art. 1228 and 2043 of Codice Civile is not criminally or civilly liable for any injury, allergic reaction or death during my stay in Upeslīči atpūtai, Jelgava, Latvia;
6. I will be respectful and inclusive towards others participants and all other individuals involved in the program;
7. I understand that the project requires commitment and I will fully participate in all phases and activities - preparation, implementation, cultural exchange, and dissemination/follow up activity. I will show up at any workshop **on time**. I also understand that if I do not attend fully this project I **might not receive any reimbursement** of my travel costs;
8. I will organize a dissemination/follow up activity with the support of my sending organization;
9. The code of conduct requires participants, facilitators, trainers and staff to respect each other's dignity, values, religion and culture, irrespective of race, gender, national or ethnic origin, sexual orientation, age or disability;
10. I understand that the activities of this project will be photographed and filmed for documentation, dissemination and visibility purposes, as this is a project funded by the European Union. Therefore, I give my consent to DO Great Things. Latvia, the NGO partners to use those materials for promotional and educational purposes and to help the project achieve its objectives;
11. I'll respect the accommodation and all the places which will host me and I prove with my declaration that I'll be in charge of payment for any damage caused by me;
12. I am assigning, as well, that I will not consume any kind of alcoholic drink and drugs during the workshops. I acknowledge that I am aware of the negative consequences of participating in the activities while hungover or tired. I am aware that in the case of hangover or tiredness I will be

prevented from participating in the activities with no refund.

REIMBURSEMENT PART:

I also confirm my/that:

1. In case of any flight booked/bought without confirmation and agreement with the coordinating organization, the hosting NGO **reserves the right to refuse a refund of tickets**, if it considers that the ticket purchase consultation was deliberately ignored (without justifiable reason) and cheaper means of transportation were also not used;
2. If all the **rules of Erasmus were followed during the ticket purchase**, in the sense that a cheaper transport was chosen, which the Coordinator would otherwise have chosen at that moment, the **Coordinator will not refuse a refund** even if there was no direct communication regarding the ticket purchase, and without the intention to avoid it;
3. The travel costs won't be reimbursed by the organizers in case of any missed flight. Any travel cost not associated with the route from the participant's residence place to the project venue Upeslīči atpūtai located in Jelgava, Latvia, will not be reimbursed. This includes any unnecessary trip by public or private transportation, and any food or accommodation cost, happening before up to the date of 18/10/2025 and after the date of 28/10/2025. Valid travel expenses will be covered up until 3 days before or after the project duration;
4. Before attending the project, I am informed and aware that I must upload on Google Drive the **ORIGINAL (paper) documents/receipts/tickets/Invoices/boarding passes**;
5. In order to receive reimbursement (travel costs), I am aware of all the obligations and activities regarding the project (example: dissemination, etc.) **MUST be accomplished from the whole group and all ORIGINAL documents/receipts/tickets/boarding passes MUST be presented from the whole group**;
6. As a participant I declare that in case I wasn't able to hand over to the person in charge of Logistic (Anastasija) the paper version or any ticket, I will be responsible to send by post any missing **ORIGINAL document/receipt/invoices/ticket/boarding pass**, within a maximum period of **30 days**, counting from the date of last day of project activity;
7. I am informed that when I start with a search for tickets that I will need to choose cheaper means of transportation. Also I know that taxis are not a justified means of transport unless there is no other option available;
8. I declare that I have been informed in case of giving incorrect account data (travel expenses) which can cause additional costs of re-sending travel expenses, that this additional cost will be to my detriment (will be deducted from my share of travel costs);
9. I declare that I am fully aware that any missing documents/receipts/invoices/tickets/boarding passes (originals) from my side and not delivered also on time to the Host organization/person in charge, will cause that my reimbursement part (travel cost) will be reduced for the missing originals;
10. I declare that I have been informed that if I lose any of the return tickets, I'll try to obtain them by writing to the air/bus/train company, so they can issue confirmation of my trip.

DATA PROTECTION POLICY

Information pursuant to and for the purposes of art. 13, Legislative Decree 30 June 2003, n. 196 - (Personal Data Protection Code). Please be advised that Legislative Decree n. 196 of 30 June 2003 ("Personal Data Protection Code") provides for the protection of individuals with respect to the processing of personal data. In order to initiate and follow up on the membership procedure at the Do Great Things. LATvia, the AOrganization will come into possession of a series of data, the processing of which requires compliance with Legislative Decree 196/2003. In particular:

- common personal data of a personal nature, postal address, telephone number, email address, etc. (so-called "contact

data");

- personal data of a fiscal nature;
- sensitive personal data, suitable for revealing the state of health, as well as racial and ethnic origin, religious, political and trade union beliefs.

The data processing carried out by the Do Great Things. Latvia will be based, in accordance with the legislation indicated and the pronouncements of the Privacy Guarantor, on the principles of correctness, lawfulness and transparency and protection of confidentiality and rights in the field of personal data protection. Pursuant to Article 13 of Legislative Decree no. 196/2003, therefore, we provide the following information. Purpose of the processing for which the data are intended. All data communicated by the subjects involved in the procedure are processed by the DO Great Things. Latvia exclusively for purposes connected to the activity of organizing Erasmus+ projects and organizing activities of social utility for the benefit of members and third parties. In particular:

- for inclusion in the Do Great Things. Latvia databases;
- for purposes connected to the analysis for statistical surveys;
- for the issuing of invoices and/or payment receipts; Common personal "contact" data are used exclusively with respect to the Do Great Things. Latvia and other parties involved, within the limits strictly necessary for the purposes pursued and reducing the use of identifying data to a minimum.

DATA STORAGE

With reference to the obligation set forth in art. 11, paragraph 1, letter e) of the Code, the data is stored at the registered office of the Do Great Things. Latvia, for the time prescribed by civil and fiscal regulations. The data will not be disclosed, with this term meaning giving knowledge of it to unspecified subjects in any way, including by making it available or consulting it, except in cases provided for by law. The data, for the correct execution of the activity of the Do Great Things. Latvia, may be communicated, with this term meaning giving knowledge of it to one or more specific subjects, to:

- subjects delegated and/or charged with carrying out activities strictly related to the provision of the service or management of the relationship or with whom it is necessary to interact for the provision of the same;
- manager of the Do Great Things. Latvia or his delegate, for the evaluation of the activity to be carried out;
- freelance professionals appointed by the parties;
- third parties if necessary, unless express denial to the communication of the data manifested by one of them;
- to all subjects whose right to access such data is recognized by virtue of regulatory provisions;
- to shippers or couriers, for the sending of documentation and/or material, only if the shipment is not possible with IT tools capable of guaranteeing confidentiality;
- subjects delegated and/or charged with carrying out technical maintenance activities, subjects who provide IT programs or carry out related, instrumental or support activities.

These subjects are bound by the obligation of confidentiality on the declarations made and the information acquired during the performance of their activities, or on the data managed electronically, except in the case of a different legal obligation to be assessed from time to time, in the event of a concrete danger of harm to the life or integrity of a person or if there is, for the Association, a concrete danger of criminal prosecution in the event of compliance with the obligation. In most cases, the scope of any data communications will be national and/or community, except in cases where the activity of the Do Great Things. Latvia requires the activity to be carried out outside the European Community, providing, in the case of non-EU countries, which are not considered safe for the processing of personal data, that contractual clauses are stipulated with the recipient in compliance with the provisions of decision 20010/87/EU.

The rights referred to in art. 7 Legislative Decree 196/2003 The following rights may be exercised against the Do Great Things. Latvia, as provided for by art. 7 Legislative Decree 196/2003:

- obtain confirmation of the existence of personal data;

- obtain an indication of the origin of the personal data, as well as the purposes and methods of processing;
- obtain an indication of the logic applied in the processing carried out with the aid of electronic instruments;
- obtain the identification of the owner and the person responsible for data processing;
- obtain the indication of the subjects to whom the personal data may be communicated;
- obtain the updating, rectification or, when interested, the integration of the data;
- obtain the cancellation, transformation into anonymous form or blocking of data processed in violation of the law;
- oppose the processing of personal data also for the purpose of sending advertising material.

I am 18 years or older. I understand the legal consequences of signing this document. I am aware that failure to follow these rules will result in the loss of the right to a refund.

I agree with all conditions described above

Name and surname:

Date and place:

Signature: _____

PLEASE, sign and send this form in PDF via email to: dgt.latvia@gmail.com