|  |  |
| --- | --- |
|  | Place and date |

**APPLICATION FORM**

Benchmarking visit

19.04.2020 - 23.04.2020, Vidzeme, Latvia

|  |  |  |  |
| --- | --- | --- | --- |
| General information | | | |
| The name of the company | |  | |
| Address | |  | |
| Telephone/fax numer | |  | |
| Mail address | |  | |
| Webpage | |  | |
| Industrial branch  (choose from possibilities listed below) | | | |
| □ food | | □ wood | |
| NIP | |  | |
| PKD | |  | |
| Amount of de minimis level used up till the day of applying in EUR currency | |  | |
| Short introduction of the company, its activities and interests (150-200 words) | | | |
|  | | | |
| Why do you think that you are the best candidate for this benchmarking visit? How can this vist help your company to grow? (150-200 words) | | | |
|  | | | |
| Please choose an appropriate percentage of travel costs that you are willing to cover from your own budget | | | |
| 0% | 5% | 10% | 15% |

|  |  |  |
| --- | --- | --- |
| Contacts (it is required that one of the contacts needs to belong to the company’s representative for thhe benchmarking visit) | | |
| Name and Second name |  |  |
| Mail address |  |  |
| Telephone number |  |  |
| English level (CEFR) |  |  |

All given data is applicable to Art. 233. KK

**THE DECLARATION OF PARTICIPATION**

By filling and signing this form I do hereby declare that a representative of a company will be attending the benchmarking visit in Vidzeme, Latvia, for all its duration 19.04.2020-23.04.2020, if this criteria is not fulfilled, company will be obliged to return all endowment. As well I do declare that the company’s representative for the benchmarking visit possesses English language skills that are not classified under B2 level (CEFR). After a participation in the benchmarking visit the company’s representative will fill a feedback survey untill 20th of May 2020.

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Legible signature of a company’s representative for benchmarking visit in Vidzeme, Latvia, 19.04.2020-23.04.2020.

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Legible signature of a company’s legal representative

……………………………………….

Company’s stamp

**GDPR INFORMATION CLAUSE**

Dear Sir or Madam,

This is to inform of the 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 (General Data Protection Regulation, GDPR), which came into effect on 25 May 2018. The GDPR will be applicable in all the member states of the European Union and its purpose is to unify personal data processing principles across this area.

1. The Controller of your personal data is **Regionalne Centrum Naukowo-Technologiczne, Podzamcze 45, 26-060 Chęciny, sekretariat@rcnt.pl**, **+48 530 307 803**
2. The Data Protection Officer in Regionalne Centrum Naukowo-Technologiczne is Mr Łukasz Mańkowski, [iod@rcnt.pl](mailto:iod@rcnt.pl)
3. Your personal data will be processing only for the contest purposes, based on voluntary consent to the processing (Article 6(1)(a) GDPR)
4. We will store your personal data only for a period which is essential for contest purpose
5. You have the following rights relating to the processing of personal data:
6. the right to withdraw your consent to data processing;
7. the right of access to personal data;
8. the right to request rectification and to have your personal data completed. You may request that we rectify your data (if they are incorrect) and complete them (if they are incomplete)
9. the right to request erasure of your personal data (‘right to be forgotten’, Article 17 GDPR). You have the right to request erasure of all or some of your personal data if:  
   – you have withdrawn your consent, to the extent your data were processed based on it and there is no other legal ground for the processing;  
   – your personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed  
   – your personal data have been processed unlawfully.
10. the right to request rectification and to have your personal data completed. You may request that we rectify your data (if they are incorrect) and complete them (if they are incomplete)
11. right to lodge a complaint with a supervisory authority in charge of personal data protection, which is the President of the Polish Data Protection Office (*Prezes Urzędu Ochrony Danych Osobowych*).
12. Consent is voluntary but essential for taking part in a contest.

***I declare that I have read the GDPR Information Clause and I consent to process my personal data in a described within it way.***

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Legible signature of a company’s representative for benchmarking visit in Vidzeme, Latvia, 19.04.2020-23.04.2020.

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Legible signature of a company’s second contact person

**WINNERS’ SELECTION**

It is obligatory that every participant in order to become a winner fulfills „de minimis support” criteria. Every winner will be allowed to have one English speaking (minimum B2 level, CEFR) representative on a benchmarking visit in Vidzeme, Latvia. There will be five winners, chosen based on criteria listed below:

**-** Fulfilment of Registration Form, it will be checked basing on content, communicative achievement, organisation and language, 0-20 points (marking will be done similarly to FCE writing tasks)

**-** Percentage of costs that the participant is willing to cover :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Percentage | 0% | 5% | 10% | 15% |
| Points | 0 | 2 | 4 | 6 |

If the five winners can’t be chosen basing on these criteria, marking of Registration Form will be done similarly to CAE or CPE writing.

**DEADLINE**

Signed application in a pdf file should be sent to:

[monika.malanowicz@rcnt.pl](mailto:monika.malanowicz@rcnt.pl)

until **26.02.2020, 24:00 GMT+1**

If you have any questions connected to the Application Form, please do not hesitate to contact Monika Malanowicz via BioBord Platform.