

**Annex 1 to Regulation No 3/2020 of 1 June 2020 regarding the introduction of changes
in the Visiting Regulations of the History Meeting House in Warsaw**

**VISITING REGULATIONS OF THE
HISTORY MEETING HOUSE**

1. Due to the state of the epidemic, the History Meeting House (HMH) will be open to visitors during the following hours, taking into account maintenance breaks to meet sanitary requirements (e.g. disinfection, cleaning, room ventilation):
 - a) Tuesday-Friday 3pm–7pm with a maintenance break from 5pm to 5:30pm.
 - b) Saturday-Sunday 12noon–7pm with a maintenance break from 4pm to 4:30pm.During maintenance breaks the HMH will be closed to visitors.
2. These Regulations apply to visiting our exhibitions as well as staying on the HMH premises.
3. By entering the HMH premises you accept these Regulations.
4. Educational workshops organised by HMH and external partners remain suspended until further notice or are organised online.
5. Visiting the exhibition, attending meetings, as well as participating in on-line meetings and workshops are free of charge.
6. Photographing and filming with the use of professional equipment for copying the HMH collections is prohibited.
7. Currently, the HMH can only be visited by individual guests.
8. Organised groups will not be admitted to the exhibitions.
9. Visiting is allowed under the condition of strictly maintaining the social distance (2 metres), subject to exceptions permitted by law.
10. The use of multimedia materials at the exhibition is prohibited.
11. On the HMH premises, children under 13 should remain under the supervision of adults.
12. All visitors are required to cover their mouths and nose with a piece of clothing, a mask or a face shield. Pursuant to the Ordinance of the Council of Ministers, the above obligation does not apply to children up to the age of 4, persons who cannot cover their mouth or nose due to health condition, pervasive developmental disorders, mental disorders, moderate, severe or deep intellectual disability, and persons having difficulty with covering or uncovering their mouth or nose without assistance.

13. No gatherings are allowed at the HMM. The above-mentioned social distance must be kept in all cases (this does not apply to carers of minors up to 13 years of age and carers of persons with disabilities).
14. Before entering the HMM premises, visitors are required to disinfect their hands using a sanitiser located at the entrance door, in accordance with the instructions given there.
15. The HMM reserves the right to refuse admission to visitors with infection symptoms. Our staff will inform the sanitary services about suspected coronavirus infection cases.
16. All visitors are obliged to follow the instructions given by HMM staff.
17. The lift located at the HMM remains closed until further notice.
18. Visitors queuing at the HMM entrance, bookshop, cloakroom, reception, toilet and entrance to the exhibition space should keep a distance of at least 2 metres and avoid gathering in groups.
19. Due to the possibility of coronavirus transmission on coats and luggage, we recommend not to use cloakrooms.
20. As it is obligatory to cover the mouth and nose at the HMM, eating meals outside the designated area is strictly forbidden.
21. The number of visitors is limited to one person per 4 sq. metres. Therefore, a maximum of 50 people may stay at the HMM at the same time.
22. No visitors above the limit will be allowed into the exhibition space until the number of people staying at the HMM/ the exhibition space has decreased.
23. Detailed sanitary guidelines are displayed at the entrance to the HMM, at the information desk and at www.dsh.waw.pl.
24. Photographing and filming in the exhibition space must not disturb other visitors' movement.
25. Personal protective products (e.g. sanitisers) have been made available in toilets and at the HMM entrance.
26. The 20th century bookshop remains open to public, subject to compliance with applicable sanitary regulations.
27. Sanitary instructions regarding effective hand washing, covering the mouth and nose and keeping a safe distance have been displayed at the HMM. Visitors are kindly requested to read all the information and follow the rules contained therein.
28. All children staying at the HMM must be supervised by an adult at all times.

29. Adult guardians remain liable for any damage caused by children remaining on the HMH premises.
30. The HMH is not responsible for valuable items left in coats or in luggage.
31. The HMH has the right to organise closed-door events available only to invited guests.
32. The following is prohibited on the premises of the History Meeting House:
 - a. Smoking tobacco or electronic cigarettes.
 - b. Consuming alcoholic beverages not purchased at Karowa 20 Café, visiting while intoxicated, consuming drugs or other intoxicating substances or being under the influence of any of the aforementioned substances.
 - c. Bringing weapons, explosives or other objects that pose a threat to one's health or life (incl. objects that resemble weapons/hazardous materials).
 - d. The admission of drunk or intoxicated persons, people who behave in a way that threatens the security of the HMH collections, disturbs the order of visiting for other guests, violates the generally accepted norms of behaviour in public places as well as to people who refuse to comply with these regulations.
 - e. Damaging or destroying equipment and exhibits.
 - f. Leaving luggage, packages etc. unattended.
 - g. Consuming meals and drinks not purchased at Karowa 20 Café.
33. Except for guide dogs and assistance dogs, the possibility of bringing pets to the HMH is at our staff's discretion.
34. Customers of Karowa 20 Café are obliged to comply with the rules enforced by its staff.
35. Persons refusing to comply with these regulations will be obliged to leave the HMH at the request of the staff.
36. Visitors who have violated these regulations may not be re-admitted to the HMH.
37. The HMH may refuse entry to the exhibition or interrupt the visit of persons or groups who violate the provisions of these regulations.
38. The HMH reserves the right to temporarily limit visitors' access to reconstructed or renovated spaces of the premises, as well as broken, damaged or destroyed exhibits.
39. The HMH reserves the right to occasionally change the opening hours.
40. Last visitors will be admitted to the HMH 20 minutes before closing time.
41. In the event of a direct threat to the health or life of visitors, the HMH reserves the right to immediately withdraw from providing all services.

42. In the event of noticing unattended luggage, suspicious behaviour or crimes taking place at the HMH, visitors should immediately notify HMH staff and call 112.

43. In the event of an evacuation announcement, all persons on the HMH premises are obliged to immediately leave the building via the nearest emergency exit and strictly follow the instructions of HMH staff or representatives of public order authorities who have arrived at the scene.

44. In the occurrence of adverse events, visitors should notify HMH staff and strictly comply with their instructions or follow instructions of representatives of public order authorities who have arrived at the scene.

45. In the event of a fire, visitors should immediately inform HMH staff and call 112.

46. People cut off from exit routes and remaining in the danger zone should be gathered in a room as far away as possible from the source of fire and evacuated outside with the help of rescue equipment, fire brigades and other rescue units present at the scene, depending on the available resources and circumstances.

47. If dense smoke appears in evacuation routes, you should move in an inclined position and try to keep your head as low as possible as smoke is thinner closer to the ground; if possible, cover your mouth and respiratory tract with a cloth soaked in water as this makes breathing easier; when moving through heavily smoky sections of escape routes, you should move along the walls so as not to lose orientation as to the direction of people's movement towards the escape route.

48. Additional information is provided by the HMH Reception/Information staff (please call +48 22 255 05 00).

Personal data protection

1. The personal data controller is the History Meeting House, Karowa 20, 00-324 Warsaw.
2. A Data Protection Officer appointed at the HMH can be contacted via email: abi@dsh.waw.pl.
3. Personal data will be processed only in cases when users decide to register for educational workshops, meetings, film screenings and events requiring reservations, based on the consent of the person whose personal data is to be processed under Article 6 clause 1 point a) of 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 (hereinafter referred to as “GDPR”).

4. Personal data will not be transferred to a third country.
5. Personal data will be processed for the duration necessary for performance of the obligations arising from registration for individual events.
6. Each of the consents granted for the processing of personal data may be withdrawn at any time. Withdrawal of consent does not affect the lawfulness of the processing carried out prior to its withdrawal. For evidentiary purposes, withdrawal of consent should be made in writing and sent by mail to the Dom Spotkań z Historią, ul. Karowa 20, 00-324 Warsaw, by e-mail to abi@dsh.waw.pl, or made on the phone at +48 22 255 05 00.
7. Each person has the right of access the content of his/her data, as well as the right to rectify, delete, limit the processing of, transfer, object to, and withdraw consent for processing of personal data at any time without affecting the lawfulness of any processing performed on the basis of the consent prior to its withdrawal.
8. The right to lodge a complaint to the supervisory authority applies if the person who provided their personal data found that the processing thereof violates the provisions of GDPR and the provisions of the Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws of 2018, item 1000).
9. Providing personal data is voluntary, but necessary for carrying out registration for individual events.

Video surveillance

1. In accordance with *Article 13 of 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 (GDPR)*, the History Meeting House informs that video surveillance is installed on its premises.
2. The purpose of video surveillance is to improve the safety of the History Meeting House visitors and employees.

3. The legal basis for data processing is Article 6 clause 1 points c-e of GDPR, Article 22² of the Act of 26 June 1974 on Labour Code, and Article 9a of the Act of 8 March 1990 on Commune Self-Government.
4. Video footage will be stored for 14 days. After this time, it will be destroyed in a way that prevents its recovery. If video footage constitutes evidence in proceedings conducted on the basis of law, or the Collector, based on the information received, decides that it can constitute evidence in proceedings, this period shall be extended until the final completion of the proceedings.
5. Access to surveillance video footage is granted only to persons authorised to process data contained therein.
6. Video surveillance covers places such as the entrance hall, bookshop, exhibition space, café, meeting room, and the corridor next to educational rooms.
7. Persons staying in the area covered by the surveillance cameras consent to the processing of their image and activities/behaviours that will be captured by the surveillance system. Persons who do not agree to the processing of their data should leave the HMM premises.
8. The personal data controller is the History Meeting House, Karowa 20, 00-324 Warsaw. Each person disclosing their personal data has the right to access and correct their data, as well as to request in writing the cessation of data processing (and its deletion from available sources) by means of submitting such a request in writing to the following address: Dom Spotkań z Historią ul. Karowa 20, 00-324 Warsaw, or by sending it in an e-mail to the Data Protection Inspector at abi@dsh.waw.pl.

Information for event participants on the processing of personal data

1. The History Meeting House processes information that are personal data under 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 (GDPR).
2. The personal data controller is the History Meeting House, Karowa 20, 00-324 Warsaw.
3. Participation in the event is tantamount to participant's consent to the above.

4. The scope of personal data gathered by the Collector depends on the type of event. It can include the name, surname, e-mail address, and image recorded during the event.
5. Personal data is processed for purposes related to the event implementation. Recorded image will be processed, including made public, to promote educational and cultural activities of the History Meeting House.
6. Personal data may be provided to event co-organisers and sponsors.
7. Recorded image will be processed for a period of one year, unless there is a need to use it in the future.
8. In connection with the processing of personal data, you have the right to withdraw your consent. However, withdrawal of consent will not affect the processing that took place before its withdrawal. You also have the right to request the Collector to access, rectify, delete, limit the processing of, object to the processing of, and transfer personal data, and lodge a complaint with the supervisory authority.
9. Personal data will be obtained directly at the start of the event or earlier if reservations or registration lists will be used. Personal data of minors will be obtained from their legal guardians.
10. Depending on the provisions in the event regulations, providing personal data may be mandatory or voluntary.
11. The Collector shall make every effort to provide all means of physical, technical, and organisational protection of personal data against their accidental or deliberate destruction, accidental loss, change, unauthorised disclosure, use or access, in accordance with all applicable regulations.