

Regulations for Museum Lessons Held at the Archaeological and Historical Museum in Stargard

§ 1

General Provisions

1. These regulations establish the rules for booking, organizing, and participating in Museum Lessons at the Archaeological and Historical Museum in Stargard (hereinafter referred to as: "Museum Lessons," "Lessons," "Classes").
2. The organizer of the Museum Lessons is the Archaeological and Historical Museum in Stargard (hereinafter referred to as: "the Museum").
3. The offer is addressed to educational and childcare institutions as well as private individuals.
4. The Museum does not conduct Lessons without prior reservation.

§ 2

Booking Rules

1. Lesson booking is available by phone at 91 578 38 35 ext. 39, 91 577 18 85, or in person at the Museum reception.
2. When making a booking, the following details must be provided:
 1. the Lesson topic,
 2. the date of the Class,
 3. the number of participants, subject to § 3 sec. 7 of these regulations,
 4. in the case of a booking made by an educational institution – its designation,
 5. the name of the Supervisor along with a contact phone number and email address,
 6. the payment method for the Lesson, subject to § 3 sec. 4 of these regulations.
3. In the event of a cancellation by the person making the booking, they are required to inform the Museum no later than one day before the Class.
4. If the Lesson is canceled by the Museum due to reasons beyond its control, the person making the booking will be informed in advance.
5. Booking and participation in a Lesson constitute acceptance of these regulations.

§ 3

Rules for Organizing Museum Lessons

1. Museum Lessons take place depending on their type or topic:
 1. in the main building of the Museum at Rynku Staromiejskiego 2-3,
 2. in the Bastei at Piastowski Park 1,
 3. in the form of a walking tour along the historical landmarks of Stargard.

2. Museum Lessons are conducted by Educators – substantive staff members of the Archaeological and Historical Museum in Stargard. Each participant in the Classes (hereinafter referred to as: "Participant" or "Participants") is required to follow the Educator's instructions.
3. The topics of Museum Lessons are tailored to specific age groups. Information about the Lessons can be obtained by phone or through the Educational Offer available on the website at: http://www.muzeum-stargard.pl/oferta_educacyjna.
4. Payments for Museum Lessons are made on the day of the workshop, before it begins, in cash or by card at the ticket office. Payment by bank transfer and receiving a VAT invoice is possible if arranged at the time of booking.
5. Admission for Supervisors is free.
6. Museum Lessons are conducted between 8:00 AM and 2:00 PM. The duration of a single lesson ranges from 45 to 90 minutes, depending on the topic.
7. The standard group size for a Lesson must be no smaller than 10 and no larger than 25 participants, except in cases specified in the Educational Offer.
8. Minors or organized school or preschool groups may participate in Museum Lessons only under the supervision of an adult – the Supervisor.
9. To allow the Educator to make prior substantive preparations, Participants should arrive no later than 10 minutes before the start of the Museum Lesson, subject to sec. 4 above.
10. In case of Participants' tardiness, the duration of the Classes will not be extended.

§ 4

Rules for Participation in Museum Lessons

1. The Supervisor is responsible for familiarizing the Participants with these regulations and all other rules in effect at the Museum.
2. Participants are required to follow the instructions given by the Educator.
3. The Supervisor must stay with the group for the entire duration of their visit to the Museum. Additionally, the Supervisor is required to actively cooperate with the Educator to ensure the smooth conduct of the Lesson and proper supervision of the Participants.
4. Participants must leave their outerwear, backpacks, and bags in the cloakroom.
5. Bringing food and drinks into Museum Lessons is prohibited, subject to sec. 8 below.
6. In the event of inappropriate behavior by one or more Participants, the Educator has the right to terminate the Lesson. In such cases, the incurred costs will not be refunded.
7. Only individuals without any symptoms of illness may participate in Museum Lessons. If the Educator observes symptoms of illness in one or more Participants, they have the right to refuse to conduct or to terminate the Lesson. In such cases, the incurred costs will not be refunded.
8. If there are individuals in the group with official diagnoses, disabilities, or special needs (e.g., related to illness or disability), please notify us at the time of booking to adjust the format and organization of the Lesson accordingly for the Participant.

§ 5

Protection of Participants' Image

1. The Museum informs that the educational hall and exhibitions in the Bastei at Piastowski Park 1 are monitored.
2. The Museum has the right to use the images of Lesson Participants under the terms specified in Article 81(2)(2) of the Copyright and Related Rights Act of February 4, 1994 (consolidated text: Journal of Laws 2025, item 24, as amended).
3. Lessons may be photographed or filmed in whole or in part.
4. Participation in the Lesson constitutes free consent to recording, photographing, filming, or otherwise capturing the Lesson (including Participants' images) and to displaying or distributing this material on the Museum's websites related to educational activities. Neither the Participant nor their legal guardian shall have any claims against the Museum in this regard.

INFORMATION OBLIGATION – MUSEUM LESSONS

1. The administrator of personal data is the Archaeological and Historical Museum in Stargard.
Address: ul. Rynek Staromiejski 2-4, 73-110 Stargard, Tel.: +48 91 578 38 35, E-mail: info@muzeum-stargard.pl
2. The Data Protection Officer at the Archaeological and Historical Museum is Mr. Damian Szmit, e-mail: iod@data.pl.
3. The collected data of Guardians, including name, surname, telephone, or email contact, is processed for organizational purposes and the execution of educational activities. The collected data of Lesson Participants, including image and voice, is processed for promotional and statutory purposes of the Museum.
4. The legal basis for data and image processing is Article 6(1)(e) of the General Data Protection Regulation in connection with Article 81(2)(2) of the Copyright and Related Rights Act of February 4, 1994.
5. Recipients of personal data may include entities authorized to obtain personal data under legal provisions and entities processing personal data on behalf of the Administrator.
6. Personal data will be processed for no longer than necessary for the purposes for which it was collected. Afterward, the data will be processed solely for archival purposes based on the Act of July 14, 1983, on the national archival resources and archives.
7. Depending on the nature of the processing, you have the right to:
 - access your personal data, meaning the right to obtain confirmation whether the Administrator processes data and information about such processing;
 - rectify data if the data processed by the Administrator is incorrect or incomplete;
 - delete or restrict the processing of personal data – if processing is based on the consent granted to the Administrator;
 - data portability;

- object to the processing of data based on the legitimate interest of the Administrator;
 - withdraw consent at any time without affecting the legality of processing carried out before withdrawal – if processing is based on consent granted to the Administrator;
 - lodge a complaint with the President of the Personal Data Protection Office if you believe that your personal data is processed by the Administrator in violation of the General Regulation.
8. Providing personal data is generally voluntary but necessary to use the Museum's services – particularly regarding access to the Museum's collections, scientific and educational activities.
9. Personal data will not be processed automatically, including profiling.
10. Personal data will not be transferred to a third country/international organization.