

## TELEPART MOBILITY SUPPORT: GENERAL TERMS AND CONDITIONS

### 1. GENERAL

The Finnish Cultural and Academic Institutes (hereinafter referred to as "Institute") awards Telepart Mobility Support for public performing arts and academic events. The support is available for professional researchers, artists/groups (hereinafter referred to as "Grant Receiver") and event organisers (including venues or festivals, hereinafter referred to as "Organiser"). The Institutes shall select, at their own discretion supported by the evaluation of external industry experts, the recipients and the size of the support. In order to secure Telepart funding the Grant Receiver and/or the Organiser have to be based in Finland or in the operational area of the respective institute, and the event(s) must take place in either Finland or the operational area of the respective institute, representing collaboration between the two areas. Furthermore, the performance(s) must take place no earlier than two calendar weeks from submitting the application. Both the Grant Receiver and the Organiser need to demonstrate a clear commitment to the production. Funding is granted for actual travel, accommodation and shipping costs (hereinafter referred to as "Travel Expenses"). The funding, granted upon application, is limited to a maximum of EUR 1,000 (including travel, accommodation and shipping costs, performance fees and other performance related non-fixed costs, including VAT). The Grant Receiver must receive a reasonable compensation for their work.

**2. TRAVEL EXPENSES ELIGIBLE FOR TELEPART FUNDING** Travel expenses eligible for Telepart funding include all reasonable travel and shipping costs (including flight and train tickets, local public transport, taxis, car hire and fuel costs as well as mileage if using own car, subject to a maximum of EUR 0.30 per kilometre) as well as accommodation expenses (such as hotels, B&Bs and Airbnb). Telepart Mobility Support cannot be used to cover daily allowances, meals, performance fees or other production-related expenses.

**3. PAYMENT** Once the grant has been approved, the Telepart Mobility Support is paid by a bank transfer to the bank account given by the applicant, up to the amount granted based on the application. A declaration of expenses must be submitted within one month of the performance. The declaration must be accompanied by original or scanned receipts. For online travel and accommodation reservations, payment confirmation by e-mail is acceptable. In case the Grant Receiver is also the applicant, he/she can request payment in advance. In such an instance the applicant is obligated to making the declaration of expenses no later than one month after the performance and provide the grant related receipts in a manner described above. If the total amount of the incurred expenses is lower than the advance payment, the applicant is obligated to return the excess funding to the Institute. The Institute will issue an invoice to the applicant for this purpose.

**4. COMMUNICATIONS AND MONITORING** Grant Receivers and Organisers awarded the Telepart Mobility Support by the Institute pledge to mention the funding, and, where applicable, to feature the Telepart logo on their online and printed communications. The applicant undertakes to respond to the monitoring questionnaire sent by the Institute, and authorises the Institute to retain the contact details and other information submitted as part of the Telepart Mobility Support application, to be used in the Institute's communications and for the purposes of evaluating the effectiveness of the Telepart programme. The applicant authorises the Institute to use the images, submitted along with the application, in its communications. The applicant is responsible for the appropriate copyrights and obtaining permissions for publishing from the people featured in the

images. The Institute shall store and handle the personal information submitted by the applicant in line with the relevant legislation on personal data, as set out in closer detail under the description of file Privacy Policy found in the TelepART Application.

5. **THE PRODUCTION** The Institute shall under no circumstances accept responsibility for the production or execution of the event subject to the funding application. The applicant undertakes to carry out the production and performance at their own risk, and the TelepART Mobility Support shall not be considered to constitute an employment or service contract. The applicant shall be responsible for ensuring that the production is compliant with local legislation. In the event of clear irregularities, for which the applicant is responsible, the Institute reserves the right to withdraw funding already granted and to require funding already paid to be returned.

6. **CHANGES AND CANCELLATIONS** The applicant is required to keep the Institute informed of any changes to the production, particularly changes that are relevant to the communications relating to the production or the terms and conditions under which the funding has been granted. In the event that a scheduled performance is cancelled due to illness or force majeure, the applicant must immediately inform the Institute of the cancellation. The applicant undertakes to immediately repay any funding paid in advance that remains unused.

7. **APPLICABLE LEGISLATION** Finnish law shall apply to all Finnish applicants for TelepART Mobility Support. In all other cases, the law of the country where the respective Institute is located shall apply.

## **PRIVACY POLICY**

1. **GENERAL** This TelepART Privacy Policy contains the description of file according to section 10 of the Finnish Personal Data Act (523/1999).

2. **CONTROLLER AND CONTACT PERSON** The controller of the register is The Finnish Institute at Athens (later referred to as "the Institute"), registered at the address Zitrou 16, 11742 Athina, and web page <http://www.finninstitute.gr/en/>. The Institute's contact person is Antti Lampinen (Assistant Director). The TelepART contact email is telepart(at)finninstitute.gr.

3. **DETAILS ON REGISTER** The name of the register is TelepART Applicants Register. The register is used for administering and developing the TelepART funding program. The personal data is used to identify the applicants and communicate with them, assist the Institute in the decision-making regarding grants and funding and in the monitoring of the use of the grants and funding as well as for developing the funding procedures and funding criteria. The registered personal data may include the applicant's and their contact persons' names, addresses, phone numbers and email addresses; the applicant's date of birth or business identity code; the dates of birth and nationality; bank account numbers; photos and images provided by the applicant; and other information provided by the applicant. Personal data is acquired only from the applicants.

4. **TRANSFERS AND DISCLOSURES OF PERSONAL DATA** The Institute may transfer personal data included in the register both within and outside the European Union or European Economic Area in accordance with applicable legislation. The Institute may engage subcontractors to process personal data and applicable laws will be complied with through contractual clauses. The Institute may disclose and assign personal data in accordance with applicable law or with each applicant's consent.

Especially, the Institute may disclose and assign personal data to the Institute's cooperation partners for purposes which relate to the TelepART funding program.

5. PROTECTION OF REGISTER The Institute provides information security for the register according to generally acceptable industry standards and implements appropriate technological solutions to prevent unauthorized access to the register. Personal data included in the register may be processed only by such people that are in service of the Institute or a subcontractor acting on behalf of the Institute or in service of the Institute's cooperation partner and in each case have a justified need for the processing based on their authorized duties.

6. RIGHT OF REVIEW AND RECTIFICATION The applicant has a right to review what information related to the applicant has been stored to the register by contacting the Institute's TelepART contact email address. The applicant has a right to demand the Institute to rectify, erase or supplement personal data included in the register if it is erroneous, unnecessary, incomplete or obsolete in respect of the purpose of processing.

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