

Rules for registering a child's image during events, sports activities, competitions, etc., organised by the Company.

1. Recording a child's image is only possible if the Company's management has been informed about it and has given consent, and the consent of parents/legal guardians and the oral consent of the children themselves have been obtained.
2. If the child's image is only a detail of a whole, such as a gathering, landscape, or public event, the consent of the child's parents/legal guardians is not required.
3. Consent to record an image should be separated from consent to make the image public. If children or parents/legal guardians have not consented to the recording of the child's image, their decision should be respected, and it should be agreed in advance with them how the person registering the event will be able to identify the child so as not to record his or her image in individual and group photos. The adopted solution cannot be exclusionary for the child whose image should not be registered.
4. If the registration of the event is entrusted to an external person (hired photographer or cameraman) or children participate in competitions or games recorded by the media, you should ensure the safety of children by:
 - a) obliging the person/company registering the event to comply with these guidelines;
 - b) obliging the person/company registering the event to wear an ID badge during the event;
 - c) preventing a situation in which the registering person/company stays with children without the supervision of the Company's staff;
 - d) informing parents/legal guardians and children that the person/company recording the event will be present during the event and making sure that the parents/legal guardians have given written consent to recording the image of their children.
5. If media representatives or any other person wish to record an event organised by the Company and publish the collected material, they must submit such a request in advance and obtain the consent of the Company's management. In such a situation, management ensures that parents/legal guardians have given written consent to recording their children's images. Information should be collected about:
 - a) name, surname/name and address of the person or editorial office requesting consent;
 - b) justification of the need to record the event and information on how and in what context the collected material will be used;
 - c) a signed declaration confirming compliance with the information provided regarding the actual situation.
6. The Company's personnel must not enable media representatives and unauthorised persons to record the image of a child under the Company's care without the written consent of the child's parent/legal guardian and without the consent of the Company's management.
7. The Company's staff does not contact media representatives with children, does not provide the media with contact details of children's parents/legal guardians and does not speak to media representatives about the case of the child or its parent/legal guardian. This prohibition also applies when a staff member is convinced that his or her statement is not recorded. In special

and justified cases, the management may contact the child's parents/legal guardians to establish a procedure for their consent to contact the media.

Publication of the child's image by the Company

1. Publication by a staff member of a child's image recorded in any form (photograph, audio-video recording) requires the written consent of the child's guardian and the child's oral consent to use his or her image in a specific context.
2. The written consent referred to in point 1 above should contain information on where the registered image will be placed and in what context it will be used (e.g., that it will be placed on the website www.youtube.com for promotional purposes) and by whom.
3. Avoid signing photos/recordings with information identifying the child by name and surname. If it is necessary to sign the child, we only use the first name, except for situations when the parent/legal guardian consents.

Storage of materials containing the child's image by the Company

1. Material containing an image of a child must be stored in a manner that complies with the law and ensures the protection of children.
2. Analogue media containing photos and recordings should be stored in a locked cabinet, and electronic media should be stored in a protected folder. Only persons authorised by the Company's management may have access to secured photos and recordings.
3. Analogue and electronic media should be stored for the period required by archiving law and/or the period established by the Company in the Personal Data Protection Policy.
4. It is prohibited to store electronic materials containing images of children on unencrypted and mobile media, such as mobile phones and devices with portable memory.
5. Children's images should be recorded using official recording devices (i.e., mobile phones, cameras, camcorders). If you do not have company devices, staff may use private devices. Each time, such material should be removed from a private medium immediately after placing it in analogue or electronic media designated by the entity.

Capturing images of children for private use

1. In situations where parents/guardians or participants of events organised by the Company register images of children for private use, they should be informed at the beginning of each event that:
 - a) the use, processing and publication of photos/recordings containing images of children and adults requires the consent of these persons, in the case of children – the consent of their parents/legal guardians;
 - b) photos or recordings containing images of children should not be shared on social media or open websites unless the parents/legal guardians of these children give their consent;
 - c) before publishing a photo/recording online, it is always worth checking your privacy settings to make sure who will be able to access your child's image.