

REGULATIONS

For granting benefits under the NEUCA Foundation's Charity Support Programme for Health

TORUN, 2022 TABLE OF CONTENTS

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CHAPTER I

Charitable support

1. These Regulations set out the terms and conditions under which the NEUCA Foundation's Charity Support Programme for Health operates and the rules of participation in it.
2. The Organiser of the Charity Support Programme is the NEUCA Foundation for Health with its seat in Toruń, Forteczna 35-37 , 87-100 Toruń, NIP 9562304247, entered in the register of associations, other social and health organisations and independent public health care centres by the District Court in Toruń, VII Economic Division of the National Court Register under no. KRS 0000474181, having the status of a Public Benefit Organisation, hereinafter referred to as the Foundation or the Organiser.

The programme consists of helping to organise and finance health-related activities.

The activities of the Foundation's Charitable Support Programme are the Foundation's statutory activities to, among other things: protect health, help access to treatment, reduce inequalities in access to healthcare, improve access to specialist medical and pharmaceutical care.

3. By the wording used in the Regulations is meant respectively:
 - 1) Applicant - a person who applies for support on his/her own behalf or on behalf of another person. The applicant may be an individual or an institution. In the case of a person who does not have full legal capacity (a minor) or is incapacitated (partially or completely), the application is submitted by his/her legal representative (parent, guardian, or legal custodian).

The applicant may apply for support through a proxy. The power of attorney must be in writing. In the case of an Institution (applying on its own behalf or on behalf of its ward(s)), the application is submitted by the Institution through the persons authorised to represent it.
 - 2) The Social Policy Committee of the NEUCA Foundation for Health - (hereinafter referred to as the Committee) consists of a minimum of 3 members, elected by the Board of the Foundation.

The Commission's tasks include:

 - a) receiving applications and other information from eligible persons for the award of benefits together with the required documents,
 - b) deciding on the selection of applications and qualifying for the transfer of benefits according to a set criterion,
 - c) verifying and checking the documents accompanying the application,
 - d) forwarding the decision on the benefit granted,
 - e) carrying out other tasks assigned by the Foundation's Board.

CHAPTER II

Eligible persons

Individuals eligible for charitable support are:

1. Individuals.
2. Institutions - organisational units with health care activities in their statutory objectives, applying on behalf of themselves or their ward(s).

CHAPTER III

Conditions of participation

1. The condition for taking advantage of the Foundation's charitable support is to deliver personally to the Organiser's office or by post or courier service to the address NEUCA Foundation for Health, Forteczna 35-37, 87-100 Toruń. a correctly completed application together with all the required documents listed in Chapter VI of these Regulations.
2. The application for charitable support is available at www.fundacjaneuca.pl.
3. The applicant shall submit the required documents referred to in Chapter VI of these Regulations in the form of photocopies as annexes to the application.
4. Individuals who meet the criteria listed in Chapter VI of these Regulations may apply for charitable support.

CHAPTER IV

Type of assistance benefits

The NEUCA Foundation for Health's charitable support programme provides for the organisation and funding of:

1. Spa therapy;
2. Medical and rehabilitation services;
3. Medical surgeries and treatments;
4. Medical examinations;
5. Purchase of medicines, medical, and nursing supplies, medical and rehabilitation equipment;
6. Other assistance in the health area.

CHAPTER V

Principles for granting assistance benefits

1. Applicants for support are required to apply, which must be completed, signed, accompanied by the required documents and sent or delivered in person to the address: NEUCA Foundation for Health, Forteczna 35-37, 87-100 Toruń in accordance with the provisions of Chapter III, point 1 of these Regulations.
2. Submitted applications are analysed by the NEUCA Foundation for Health Employee acting as the Social Policy Coordinator of the NEUCA Foundation for Health (hereinafter the Coordinator) and then presented to the Commission.
3. The awarding of benefits takes place four times a year (after the end of the calendar quarter). NEUCA Foundation for Health reserves the right to award benefits also during the calendar quarter, in an urgent mode. Urgent mode is understood to mean acting in individual situations in order to protect life and health in the event of e.g. a sudden deterioration of life and health, taking place outside standard procedures and deadlines and thus faster than would normally be the case. The urgent procedure also provides for the approval of requests for support in the form of documents scanned and emailed by the applicant. The urgency procedure also provides for a decision to be taken by one member of the Commission with the obligation to
4. inform the other members of the Commission by e-mail.
5. The number of services funded depends on the funds raised at the Foundation for charitable support.
6. Decisions on the granting of benefits are taken by the full Commission at a meeting at which all members appear in person or by e-mail in an epidemiological or other situation, without the possibility of being consulted in person. Confirmation of the decisions taken by the Commission is provided in the minutes after each meeting.
7. The Applicant will be informed by the Co-ordinator by email or telephone of the award or refusal of the benefit.
8. The Foundation shall conclude a donation agreement with the Applicant to whom the benefit will be granted. The donation agreement may be signed by an attorney within the limits of the power of attorney.
9. The Organiser will archive the records of Applicants who have been granted benefits for a period of 6 years.

CHAPTER VI

Selection criteria for applications:

The Commission shall carry out the selection based on the criteria and the documents submitted:

1. Health status.
Required documents from the last 12 months indicating health status are: medical certificates confirming health status, invoices confirming medical expenses, photocopies of

hospital information sheets, photocopy of disability certificate, cost estimate for rehabilitation or medical service.

2. Other information relevant to the decision, e.g. description of situations and contingencies relevant to physical and mental health.
3. In the case of Institutions applying for support for their wards, it is required to enclose documents specifying their health status, listed in Chapter VI, point 1. In the case of Institutions applying for support for the implementation of a project the aim of which is in line with the statutory goals of the NEUCA Foundation for Health, the application must be accompanied by: a detailed description of the project, the project budget and the Institution's statute.
4. Additional criterion: social status.
The required documents from the last 12 months that determine social status are: certificate of earnings, pension received, alimony, decisions on sickness benefits and social allowances, certificate of not receiving benefits, certificate of unemployment status, opinion of the Social Assistance Centre, annual tax declaration (PIT) (if self-employed).
5. Individuals applying for support on behalf of other individuals (proxies) are required to attach an original power of attorney and consent signed by the person applying for support to the processing of personal data for the purpose necessary to verify and process the application submitted and to award the benefit as part of the NEUCA Foundation's charitable support for health. The power of attorney may include the authority to apply for support and to consent on behalf of the principal to the processing of personal data for the purpose necessary to verify and process the application submitted and to grant the benefit as part of the NEUCA Foundation for Health's charitable support.
6. Persons applying for support on behalf of an institution are obliged to attach a copy of a current extract from the National Court Register in which the institution is registered and a consent signed by the person applying for support for the processing of personal data for the purpose necessary for the verification and consideration of the application submitted and the granting of the benefit under the charitable support of the NEUCA Foundation for Health.
7. Statutory representatives (parents, guardians, curators) applying on behalf of persons who do not have full legal capacity shall submit a document stating the right to act on behalf of such a person, which is a final decision of a family court on the establishment of guardianship or curatorship, or, in the case of a parent, an extract or a copy of civil status records (an abridged copy of the birth certificate of the minor for whom support is to be granted).

CHAPTER VII

Personal data protection

1. The administrator of the personal data provided in the application for support and the documents attached to it is the NEUCA Foundation for Health with its seat in Toruń, at Forteczna 35-37, 87-100 Toruń.

2. The administrator can be contacted via the email address kontakt@fundacjaneuca.pl or in writing at the above-mentioned registered office address.

The administrator can be contacted on all matters concerning the processing of personal data and the exercise of rights related to data processing.

3. Personal data, including health data, will be processed for:
- to verify and process the application submitted and grant the benefit under the NEUCA Foundation's Charity Support Programme for Health - the legal basis for processing is the consent given.
 - the conclusion and performance of the donation contract, in the case of the provision of a benefit - the legal basis for the processing is the necessity of the processing for the conclusion and performance of the contract.
4. Personal data may be transferred to entities processing personal data on behalf of the administrator (e.g. IT service providers) - whereby such entities process data based on a contract with the administrator and exclusively on the administrator's instructions.
5. Personal data will be retained for the time necessary to collect and process applications for support and award benefits under the NEUCA Foundation's Charitable Support Programme for Health, unless the data subject withdraws consent to the processing of the data beforehand, and until the statute of limitations for claims arising from the application.
- The data of the beneficiaries will be stored until the statute of limitations for claims under the donation agreement has expired or until the legal obligation to store the data has expired.
6. Every data subject shall have the right of access to his or her data and the right to request the rectification, erasure or restriction of the processing thereof. At the request of the data subject, the administrator will provide a copy of the personal data undergoing processing, but for any further copies requested by the data subject, the administrator may charge a reasonable fee based on administrative costs.
- The data subject has the right to withdraw consent. The withdrawal of consent does not affect the lawfulness of processing carried out based on consent before its withdrawal. Withdrawal of consent is tantamount to withdrawal of the application for support under the NEUCA Foundation's Charitable Support Programme for Health and withdrawal of support.
- The data subject also has the right to data portability, i.e. to receive his/her personal data from the administrator, in a structured, commonly used, machine-readable format. He or she may send this data to another administrator.
- The data subject also has the right to lodge a complaint with the data protection supervisory authority.
- In order to exercise the above rights, please contact the data administrator. The contact details are indicated above.
7. The provision of personal data is voluntary, however, it is necessary in order to verify and process the application submitted and to grant the benefit under the NEUCA Foundation's Charity Support Programme for Health.

CHAPTER VIII

Final provisions

1. These Regulations of the Charity Support Programme of the NEUCA Foundation for Health are effective from 01.06.2022.
2. The Foundation reserves the right not to provide charitable support despite the Applicant meeting the conditions provided for in the Foundation's Articles of Association and these

Regulations.

3. The Organiser reserves the right to amend these Regulations during the duration of the Charity Support Programme, and to revoke them at any time, in accordance with the information posted at www.fundacjaneuca.pl.
4. The content of these Regulations will be made available to all interested parties at the Organiser's registered office and at www.fundacjaneuca.pl.
5. Matters not covered by these Regulations shall be governed by Polish law, in particular the provisions of the Civil Code.
6. Any disputes arising in connection with the operation of the Charity Support Programme shall be settled by the Court having jurisdiction over the Organiser's registered office.
7. The Organiser will announce any changes to the Charity Support Programme at www.fundacjaneuca.pl.
8. Any complaints regarding the Charity Support Programme may be submitted by the Applicant in writing by registered mail to the registered address of the Organiser indicated in Chapter V, point 1. Complaints will be considered within 14 days from the date of receipt, and a response to a properly submitted complaint should be provided by the Organiser within 14 days in writing to the Applicant's address known to the Organiser.

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Board of the NEUCA Foundation for
Health

APPENDIX 1 TO THE REGULATIONS

Decisions on applications each quarter are made by the Social Policy Committee of the NEUCA Foundation for Health, consisting of:

- Bogusława Golus - Jankowska - President of the Management Board,
- Marta Zawal-Rybak - Vice-President of the Management Board,
- Barbara Benke - Moczulak - Proxy

APPENDIX 2 TO THE REGULATIONS

The duties of Social Policy Coordinator at the NEUCA Foundation for Health are performed by Aleksandra Wituła.