

## PRIVACY NOTICE FOR: The TEC-E: 41<sup>st</sup> ESA Antenna Workshop

#### [For Internal Reference - DPNR Reference Number: 2183]

Kindly provide this "DPNR Reference Number" in any communication with the ESA Data Protection Officer (<u>DPO@esa.int</u>) for quick reference of the Processing in question.

This Privacy Notice was last updated on: 15/08/2023

### Introduction

The European Space Agency (herein the "Agency" or "ESA") is an intergovernmental organisation established by its Convention opened for signature in Paris on 30 May 1975. The Protection of Personal Data is of great importance for ESA, which strives to ensure a high level of protection as required by the ESA Framework on Personal Data Protection (herein the "ESA PDP Framework") which applies for processing of Personal Data at ESA, available at:

\_\_\_\_\_

http://www.esa.int/About Us/Law at ESA/Highlights of ESA rules and regulations

The ESA PDP Framework applicable for the processing of Personal Data within ESA is composed of the following elements:

- the Principles of Personal Data Protection, as adopted by ESA Council Resolution (ESA/C/CCLXVIII/Res.2 (Final)) adopted on 13 June 2017;
- the Rules of Procedure for the Data Protection Supervisory Authority, as adopted by ESA Council Resolution (ESA/C/CCLXVIII/Res.2 (Final)) adopted on 13 June 2017; and
- the Policy on Personal Data Protection adopted by Director General of ESA on 5 February 2018 and effective on 1 March 2022

### Scope of this Privacy Statement

This notice is intended to inform you about the processing of your personal data and more specifically about:

- the identity of the Data Controller and contact details of the ESA Data Protection Officer ("DPO");
- the type of personal data collected and processed;
- the modalities of collection of personal data;
- the purpose and legal basis of the collection and processing;
- the recipients to whom the personal data of the Data Subject is disclosed;
- the time-limits for storing the personal data;
- your rights and the modalities by which you can exercise them and the practical modalities of exercising
  your rights and those rights of other persons, when processed in this Processing Activity under the
  ESA PDP Framework.

Please be aware that all references to "Data" in this document if not otherwise stated relate to data by which an individual could be identified/ having an identifying character, broadly defined as Personal Data.

**Description and the Purpose for this Processing of your Personal Data**: *What is this processing about?* 



Your Personal Data will be processed by ESA and its Processors to enable your participation in the Workshop. Contact Details and your Institution/Company affiliation information will be processed to contact you in relation to the workshop and provide you with information regarding the workshop schedule and/or other organisational information.

If you choose to provide ESA with health-related information regarding food intolerances/allergies when registering for the workshop meals, please check the relevant consent checkbox.

The general Purpose of this processing is to enable your participation in the event and to enable internal reporting within ESA based on the workshop participation.

**Legal Basis:** What is the legal basis for processing the personal data?

Specific Legal Basis for this processing:

• 5.2.1 i. (g) ESA PDP Framework; A purpose covered by the Consent of the Data Subject.

Consent is collected via the ESA ATPI Processor registration page for the workshop.

# Data Controllers, Data Processors, other Recipients of Personal Data and their Contact Details: *Who Processes what data in which capacity?*

The following table lists all the involved companies, agencies or otherwise, where your personal data may be processed and all relevant information concerning their involvement in this activity.

Processing Entity	Personal Data Categories	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
European Space Agency (ESA) as <u>Controller</u>	Contact details and Company/ Institution Affiliation	Name, Surname, Email Address, Telephone Number, Affiliated Company/ Institution and its address	Your personal data are collected and further processed as described in this Privacy Notice upon the decision taken by: ESA through and limited to staff directly involved in the workshop. ESA processes personal data to enable your participation in the event. For this purpose your contact information and company/institution affiliation will be processed by ESA.
	Health Data	Food related requirements/ Allergies/ Other Requirements	Furthermore, ESA may process your dietary preferences when you provide it at registration to address any food allergy or other requirements regarding the dinner for the event.
ESA DPO	All Personal Information required to accomplish the DPO's duties as	All Personal Information required to accomplish the DPO's duties	According to ESA PDP Framework, your first and unique point of contact concerning personal data matters is the ESA Data Protection Officer ("DPO"). In this regard your personal information may be processed by ESA's DPO to reply to your requests and to exercise your rights under the ESA PDP.



Processing Entity	Personal Data Categories defined in the ESA PDP	Type of Personal Data in detail as defined in the ESA PDP	Description of Processing Responsibilities and specific Purpose of the Processing
ATPI/ATP Specials BV as <u>Processor</u>	Contact details and Company/ Institution Affiliation	Name, Surname, Email Address, Telephone Number, Affiliated Company/ Institution and its address	ATPI as an ESA Processor provides for the Workshop Registration and organises meals. For this purpose contact details and food requirements will be processed by ATPI as Processor directly on ESA's behalf.
	Health Data	Food related requirements/ Allergies/ Other Requirements	

### Contact Details per involved entity:

Entity	Contact Details
European Space Agency (ESA)	Headquarters: 8-10 Rue Mario Nikis, CS 45741, 75738 Paris Cedex 15, France.
	Your first point of contact is ESA's DPO at <u>DPO@esa.int</u> at all times.
	You may also contact ESA colleagues charge for this Activity directly via ESAConferenceBureau@atpi.com
ESA DPO	Data Protection Officer: DPO@esa.int
ATPI/ATP Specials BV	Please contact ESA directly via the information above as this is a processor for ESA.

**Personal Data Retention and Deletion:** For which time period are your personal data retained by ESA?

DY ESA?

Personal data is retained by ESA for the time period necessary to fulfil the legitimate purpose of the processing. *Your Personal Data is stored and processed based on the following timeframes:* 

Personal Data Categories and Place of Processing	Retention
ESA	Registration Data:
Processing in the European Union	3 months after the end of the activity, then
Data Categories:	deletion
Registration Data, Health Information (Allergies, Food related requirements etc.)	<u>Health Data:</u>



	Retained for the event only, deleted immediately after
ATPI/ATP Specials BV	Registration Data:
Processing in the Netherlands/EU	2 years after the end of the workshop, then
Data Categories:	deletion
Registration Data, Health Information (Allergies, Food related requirements etc.)	Health Data:
	Retained for the event only, deleted immediately after

### **Other Considerations**

• The Agency does not consider your personal data as an asset for sale and, thus, does not sell your personal data to any third parties.

### Third party tools, including Social Media

Third party IT tools or social media may be used to promote and inform you about an activity (meeting, event). ESA websites may provide links to social media and videos may be available on ESA social media pages. If you view an embedded video hosted on an external provider (such as YouTube) or interact with links to social media, third-party cookies are likely to be installed on your device, covered by third party Terms and Conditions and cookie policies. ESA has no influence over these.

Carefully assess the privacy policies and Terms and Conditions regarding your data subject rights, the further processing and the protection of your personal data prior to playing the relevant video or clicking on a link to external providers. ESA seeks to protect your personal data when embedding videos and to make you aware when a link refers you to an external social media or other websites where ESA cannot control the processing of your personal data.

**Your rights (Data Subject Rights)** How can you access, erase, rectify, complete or amend your personal data?

You have the right to be informed in a transparent manner about: the processing of your personal data (the Controller, purpose, recipients, etc.); your rights and the modalities of exercising these, (e.g. erasure, rectification, completion, or amendment as per the conditions under PDP 5.1. i.; right for every interested Data Subject to lodge a complaint before the Supervisory Authority in case the former demonstrates or has serious reasons to believe that a Data Protection Incident occurred in relation with his/her Personal Data, following a decision of the Agency (e.g. Data Protection Officer). The right of information under PDP 5.4.1 i. and the right of access under Section 5.4.1 ii. shall not apply: (a) where and insofar as the Data Subject is already in possession of the



information; (b) for the right of information, when processing of Personal Data is necessary for any Investigation or Dispute Resolution Procedure; (c) for the right of access, where and insofar such access would conflict with an Investigation Procedure concerning the Data Subject.

If you would like to exercise any of those rights, please send a request explicitly specifying your query to the ESA DPO via e-mail at <u>dpo@esa.int</u> or addressed to the:

ESA Headquarters Data Protection Officer

8-10 RUE MARIO NIKIS CS 45741 75738 PARIS CEDEX 15 FRANCE via postal service.

Please keep in mind that the more specific information you can provide to us about the Activities, Events, Systems, ESA Departments and/or Processes where your personal data is to your knowledge stored, the sooner we can respond to your enquiry, request or complaint.

If you wish to submit a complaint to the ESA Data Protection Supervisory Authority, you are required to comply with the Rules of Procedure of the Supervisory Authority set forth in the ESA PDP Framework:

(https://www.esa.int/About Us/Law at ESA/Highlights of ESA rules and regulations).

You will be required to demonstrate that a Data Protection Incident occurred in relation to your personal data, following a decision of the Agency or at least be able to provide serious reasons and indicators to establish that such an incident occurred.

Personal Data Breach: What should you do in case of a data protection incident?

If you have any concerns about your personal data or became the victim of a data breach of ESA processed personal data, you should contact ESA's DPO, as first point of contact, by sending an email to: <u>dpo@esa.int</u> and provide all information available to you regarding the potential breach.