

# 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 ([DPO@esa.int](mailto:DPO@esa.int)) for quick reference of the Processing in question.

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

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## 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](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?*





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

**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 [dpo@esa.int](mailto:dpo@esa.int) 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](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: [dpo@esa.int](mailto:dpo@esa.int) and provide all information available to you regarding the potential breach.