

PRIVACY NOTICE

Released by: European Space Agency, as Data Controller

Addressed to: individuals whose personal data is collected and processed

Concerning collection and processing initiated by: *ESA EOP-SMA - Workshop for Earth Explorer 9 FORUM
- Second Earth explorer 9 Forum Workshop -DPNR*

European Space Agency (herein the “Agency” or “ESA” or “We”) is committed to protect Personal Data in line with the ESA Framework on Personal Data Protection (herein the “ESA PDP Framework”) available at: http://www.esa.int/About_Us/Law_at_ESA/Highlights_of_ESA_rules_and_regulations composed by

- The Principles of Personal Data Protection adopted by ESA Council on 13 June 2017
- The Rules of Procedure for the Data Protection Supervisory Authority adopted by ESA Council on 13 June 2017
- The Policy on Personal Data Protection (including its Annex “Governance Scheme of the Agency’s Personal Data Protection”) adopted by Director General of ESA on 1 March 2022 (“ESA PDP Policy”).

This notice is intended to describe why and how Your personal data are collected and processed by, or on behalf of, ESA, as Data Controller, upon initiative of ESA EOP SMA Department, as well as what rights You have in relation to Your personal data. It also informs You about the contact details of the Data Protection Officer. This privacy notice was last updated on 20/09/2023. It must be read in conjunction with the ESA PDP Framework and other privacy notices referred to herein.

ESA as Controller, processes your personal data to invite you to the EOP SMA Workshop, to evaluate your abstracts, to enable your registration. For these purposes only as well as for the purposes mentioned in Article 5 of ESA Policy on Personal Data Protection, ESA is Data Controller. ESA does not instruct any third party to conduct any web analytics, profiling or any other processing on ESA’s behalf, other than the purposes mentioned above.

The workshop is held on University of Leicester, U.K. premises using the University of Leicester conference equipment. The University of Leicester is separately responsible as Controller for the personal data processing activities regarding their conference devices and processing on their premises, please consult their privacy notices and websites.

An appointed Committee evaluates abstracts and act as separate Data Controllers. Your personal data will be disclosed to the territory (UK, Belgium, France, Italy, US, Germany) in which the Committee member performs the processing, based on your wish to participate, your consent, your legitimate interest (to participate) and because research on the topic of this workshop is in the public interest. You have the right to opt out by informing the Controller/s for this activity.

(1) What are the relevant contact details for this notice?

ESA Data Protection Officer (“DPO”) may be contacted in line with the ESA PDP Framework at DPO@esa.int or: ESA Headquarters; Data Protection Officer; 8-10 RUE MARIO NIKIS; CS 45741; 75738 PARIS CEDEX 15; FRANCE.

As the collection and processing concerned by this notice is performed upon initiative of the ESA EOP SMA Department, questions may also be addressed to the e-mail address: Hilke.Oetjen@esa.int.

(2) What kind of personal data are collected and further processed?

ESA processes the personal data (contact details, e.g., name, surname, company, and e-mail address) of participants for the following purposes: managing invitations, registrations, participation requests, facilitating remote participation and distribution of the list of participants, evaluation of abstracts, streaming of speakers during the workshop.

Where you have consented, ESA keeps the contact details of those who were speakers and submitted abstracts for the workshop, in order to invite you to future similar events or for the archive (science, history).

Your personal data may be accessed by the ESA event organisation team and service providers (ESA Conference Bureau, ATPI) acting as Processors under ESA contract. ESA discloses the abstracts and related personal data to the selection Committee for evaluation, Committee members are bound by an NDA to protect personal data.

- Other personal information You may provide, in particular content of exchanges with the Agency, as for instance dietary preferences, assistance data;
- Sensitive personal data subject to ESA PDP Framework. ESA does not request you to provide special categories of personal data, e.g., sensitive personal data about health, religion, philosophical beliefs, or disabilities. If you do provide such data, it is only processed for providing disability support or essential dietary requirements upon your explicit request.

(3) How are Your personal data collected or further processed?

The conference venue at Leicester university manages the devices for the event and act as separate Controllers for the processing. Please refer to their privacy notice.

ESA ATPI Conference Bureau processes your personal data under ESA contract, as Processor and within the EU.

(4) Why are Your personal data collected and further processed?

ESA processes your personal data to select speakers and to enable participants to attend the event.

We collect and process Your personal data because it is necessary for the activities conducted to fulfil Our purpose, which is *“to provide for and to promote, for exclusively peaceful purposes, cooperation among European States in space research and technology and their space applications, with a view to their being used for scientific purposes and for operational space applications systems”* (as per ESA Convention). We serve the public interest, and we wish to foster the public interest in space activities and programmes.

All the processing carried out by, or on behalf of, the Agency upon initiative of the EOP SMA Department falls in this general purpose and, in particular, into one of the reasons permitted under ESA PDP Framework, in particular under ESA PDP Policy. In any case, we do not use your personal data for activities where our interests are overridden by the impact on you, unless we have your consent or are otherwise required or legally permitted.

(5) On what legal grounds do We collect and process Your data?

We process Your personal data pursuant to the ESA PDP Framework, in particular pursuant to Article 5 of the ESA PDP Policy, for fair, specified and legitimate purposes or for purposes compatible therewith. Generally, the processing referred to in this notice falls under **Article 5.2.1.i. of the ESA PDP Policy**, i.e.:

- (a) for the performance of an activity carried out by the Agency within its purpose and in the framework of, and in conformity with, the ESA Convention, the Policy on Personal Data Protection adopted by Director General of ESA on 1 March 2022 “Agreement between the States Parties to the Convention for the establishment of a European Space Agency and the European Space Agency for the protection and the exchange of classified information” done in Paris on 19 August 2002, and the applicable rules and procedures, including ESA Security Regulations and Directives; this includes Processing necessary for the Agency’s management and functioning, Dispute Resolution Procedure, and or Investigation Procedures; or
- (e) for the performance of a contract concluded by the Agency within its purpose in relation with an activity carried out by the Agency in the framework of, and in conformity with, the ESA Convention and the applicable rules and procedures;
- (f) for Your legitimate interest; or
- (g) for purposes covered by Your Consent, as it may be obtained from You under a separate document (e.g. Consent form).

Other ESA Rules and Regulations may serve as legal basis, as they may be indicated to You in additional notices, as appropriate.



Depending on the situation, we may consider that your consent is given by various modalities and may result from affirmative motions (e.g., swiping on a screen), browser settings, written statements, filling an electronic online form, sending an email, uploading a scanned document with their signature, using an electronic signature and other modalities that may appear in the future.

(6) In which circumstances may We transfer or provide access to Your personal data?

Where relevant, We may disclose Your personal data to recipients (e.g. ESA staff members, advisors, contractors), under a “need to know” principle, for carrying out the processing operations referred to in this notice. They are generally located in the European Union, the European Economic Area or in countries that offer an adequate level of protection equivalent to that offered within the European Union and the European Economic Area (e.g. Argentina, Canada, Japan, Switzerland, United-Kingdom).

When the third-party data recipients are located in a country or international organisation not offering an adequate level of protection (e.g. Australia, United States, etc.), We will not proceed to the transfer of Your data unless You consented to it or unless the conditions set forth in ESA PDP framework (see Article 5.3 of ESA PDP Policy) are fulfilled. As appropriate, We take adequate safeguards (e.g. via appropriate contractual clauses) in order to obtain from third-party recipients a level of protection equivalent to that offered within the European Union and the European Economic Area.

In case of transfer of personal data to the United States or other countries not offering an adequate level of protection, transfer may expose You to certain risks, in particular the risk of profiling, the risk that the applicable legal framework may allow further processing of the personal data and that any given consent may not be withdrawn.

You may be provided with information regarding the privacy notices of separate controllers of personal data either herein or elsewhere in Our communications to you.

In exceptional cases, for instance in case of a criminal offence evidenced by the collection or processing of data, we may share the said data with the appropriate authorities or bodies, including the ones having an investigative role or the ones involved in the concerned legal proceedings.

Based on your consent, your personal data in relation to the abstracts submitted, may also be shared with the Committee that evaluate applications.. When streaming of speakers occurs, your appearance, voice and potentially name, surname may be disclosed.

(7) ESA discloses personal data to a Committee to evaluate abstract submissions due to the legitimate interest of the data subject and as it is in the public interest to promote ESA space activities, based also on your consent. *How long do We retain Your personal data for?*

Your data are stored for the shortest time possible, taking into account the reasons why we need to process Your data, as well as all legal obligations applicable to the Agency. The Agency established time limits to erase or review the data stored. Retention periods applied by the Agency are proportionate to the purposes for which they were collected. Thus, the Agency will keep Your personal data for as long as necessary for the fulfilment of those purposes, which will be at least for the duration mentioned in the Table below. Your Personal Data is deleted upon expiry of the applicable retention period. By way of exception, We may keep Your personal data for a longer period, for archiving purposes in the public interest or for reasons of scientific or historical research, being reminded that appropriate technical and organisational measures are put in place (e.g. anonymisation, encryption, etc.).

Personal Data	Retention
ESA internal systems	Up to 10 years
ESA Records of consent	5 years after the end of the activity
ATP B. V. as ESA processor	2 years after the end of the activity, then deletion
Personal data in Abstracts you submit	2 years after the end of the activity, then deletion

To the extent your personal data are collected via a web account, You have the possibility to delete the personal data as well as the account in your account's settings.

(8) How do We protect and safeguard Your personal data?

All processing operations are carried out pursuant to ESA Rules and Regulations, including ESA PDP Framework and ESA Security Regulations. In particular, the Agency collects and processes personal data in conditions protecting confidentiality, integrity, and security of personal data.

In order to protect Your personal data, ESA has implemented a number of technical and organisational measures against the risks of loss as well as against unauthorised access, destruction, use, modification or disclosure of personal data, in particular when such risks concern sensitive personal data.

These measures take into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons. They may include, as appropriate, the pseudonymisation and encryption of personal data.

ESA applies contractual and technical measures for the protection of your personal data disclosed to the University of Leicester, located in the UK.

(9) What are Your rights as data subject and how can you exercise them?

Under conditions detailed in the ESA PDP Framework, You have:

- the right to be informed about the identity of the data controller, the contact details of the data protection officer, the purpose of the data processing, the data recipients to whom the personal data shall be disclosed, the rights of rectification or erasure of his/her data, the storage time-limits (if any), the practical modalities of exercising the rights, etc. ; this is the purpose of this privacy notice and any other notice referred to herein ;
- the right to access the personal data We process about You,
- the right to have Your personal data erased, rectified, completed;
- the right to lodge a complaint before the Supervisory authority, in accordance with the latter's rules of procedure, in case You demonstrate or have serious reasons to believe that a data protection incident occurred in relation with Your personal data, following a decision of the Agency.

Note however that We may not erase Your personal data in case the processing is based on the performance of a legal obligation of ESA or where such data is necessary for the establishment, exercise, or defence of legal claims.

When the processing of Your personal data is based on Your consent and unless a specific case applies (e.g. see Article 6 above), You have also the right to withdraw Your consent.

You may wish to exercise any of the above-mentioned rights, by sending a request explicitly specifying Your query to the ESA DPO via e-mail at dpo@esa.int

You may be asked additional information to confirm your identity and/or to assist ESA to locate the data You are seeking.

Please note that withdrawing the consent does not affect the lawfulness of any processing based on the consent given before this consent is withdrawn.

In cases where a participants' request to the ESA relates to the processing of personal data by a separate Controller, it will be forwarded to the separate Controller and vice versa.

Participants can withdraw their consent at any time by contacting the Controller by means of a request addressed to the Data Protection Office. Requests can be sent by post or by e-mail (see section on contact details above).

Regarding rights, requests explicitly specifying your query may be sent to the ESA DPO via e-mail at 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.

(10)ESA Contractors

ESA may enter into contracts with various contractors who, with regard to Your Personal Data and depending on the contract concluded with ESA, may act either as a separate Data Controller or as a Data Processor.

- To the extent such contractor act as a separate Data Controller, the separate privacy notice of the contractor will apply for the purposes of collection and processing decided by the contractor.
- To the extent such contractor act as a Data Processor, this privacy notice applies for the purposes of collection and processing decided by ESA.

(11)Third Party Providers and Social Media

ESA may use third party IT Providers or social media for information purposes or to promote an activity (meeting, event, recruitment campaign, etc.). ESA websites may provide links to social media and videos may be made available on ESA social media pages. It is up to You to decide whether You wish, or not, to have access and use those IT tools and social media, in consideration of the fact that they are governed by terms and conditions, including privacy notices, that are not under ESA control and that they may send data in territories that do not provide an equivalent protection. If You do not want Your data to be processed by such IT tools or social media, You may decide not to register as user or otherwise accept the applicable third party terms and conditions. Non-essential cookies may be used to process your Personal Data. You may decline such cookies and/or configure your browser privacy and security settings to manage cookies.

(12)Your consent

The processing of personal data is described in this privacy notice. Where consent is required, You may provide your consent by accepting this privacy notice (selecting the 'I accept' checkbox) prior to submitting the registration form.

ESA invites you to register for the EOP SMA Workshop, which takes place on the University of Leicester premises and online. *By registering for this event you agree to ESA framework on Personal Data Protection and to the processing of your Personal Data by, or on behalf of ESA.* ESA's processing of your personal data is necessary for the purpose of organisation of this workshop and to interact with you. We encourage you to read the privacy notice which informs you about the processing of your personal data, before providing your consent. For any questions, please email: dpo@esa.int

You will be able to withdraw your consent depending on the modality used to collect your personal data, in particular: by contacting the DPO@ESA.int and copy to the ESA Conference Bureau, or copy business process owner Hilke.Oetjen@esa.int.

Withdrawing your consent does not affect the lawfulness of any processing based on your consent before the withdrawal. Please note nevertheless that, for information also comprising personal data, is uploaded online (for example, published on social media), it can be used by third parties for their own purposes, on their platforms,



and every so often without ESA having been informed. In such cases, ESA, despite any implemented safeguards may not be able to ensure removal from the internet.

By registering, you consent to;

- I agree that my Personal Data may be Processed for participation in the event,
- Disclosure of abstracts for selection of abstracts/ speakers, livestreaming of speakers and publishing and archiving of papers and conference follow-up activities.