



PRIVACY NOTICE AND CONSENT FORM FOR: ESA PLANETARY PROTECTION 2023 WORKSHOP

For Internal Reference - DPNR Reference Number 2148.

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

This Privacy Notice was last updated on: 12th July 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 for ESA workshop: Planetary Protection Requirements for Future Exploration Missions 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.



This notice furthermore enables ESA to obtain your consent relating to the collection and further processing of your personal data, under the ESA PDP Framework where relevant.

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

The general Purpose of this processing is to manage a workshop to provide an international forum where space and government agencies, industrial partners, experts, academics, and users can share knowledge on molecular techniques (i.e. metagenomic) and create the basis for their future inclusion in planetary protection practices.

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

Specific Legal Basis for this processing:

- 5.2.1 i. (a) ESA PDP Framework; 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 “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;.
- 5.2.1 i. (g) ESA PDP Framework; A purpose covered by the Consent of the Data Subject. Consent is collected via ATPI Conference Bureau as agreed with ESA contract in the process.

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 and Responsibility	Personal Data Categories	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
European Space Agency (ESA) as Controller	Contact details	Name Surname Affiliation Email	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 Planetary Protection 2023 Workshop
ESA DPO	All Personal Information required to accomplish the DPO’s duties as defined in the ESA PDP	All Personal Information required to accomplish the DPO’s duties as defined in the ESA PDP	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.



ATPI Conference Bureau	Contact details	Name Surname Affiliation Email	Collected under ESA Contract with processing of personal data in the EU, for the purpose of organizing the event and registration
-------------------------------	-----------------	---	---

Contact Details per involved entity:

Entity	Contact Details
European Space Agency (ESA)	<p>Headquarters: 8-10 Rue Mario Nikis, CS 45741, 75738 Paris Cedex 15, France.</p> <p>Your first point of contact is ESA's DPO at DPO@esa.int at all times.</p> <p>You may also contact ESA Conference Bureau (ATPI) in charge for this Activity directly by ESAConferenceBureau@atpi.com.</p>
ESA DPO	Data Protection Officer: DPO@esa.int

Personal Data Retention and Deletion: *For which time period are your personal data retained by 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: Contact details of event participants	Contact Details: 5 years after the end of the activity, then deletion
ESA Conference Bureau (ATPI): NL: contact details	Contact Details: Deleted 3 months after the end of the event

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



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.

- We seek to respond without undue delay, and in any event within one month of receipt of the request. However, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. You will be informed of any such extension, together with the reasons for the delay.

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: dpo@esa.int and provide all information available to you regarding the potential breach.

Your Consent for ESA Planetary Protection 2023 Workshop

(DPNR 2148)

The processing of your personal data as described in this privacy notice is based on consent, to be indicated by either ticking the consent box in this form or sending ESA the signed form by email.

- I have read and understood all the information provided to me with regard to the processing of my personal data for ESA workshop: Planetary Protection Requirements for Future Exploration Missions and I hereby explicitly consent to the use of my personal data for the purpose of registration and participation in the event.
- I am aware of my right to revoke my consent at any time by contacting either ESA Conference Bureau (ATPI) or the ESA DPO directly under DPO@esa.int and my other rights as stated in the Privacy Notice provided to me in connection with this Consent Declaration.