

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 having its headquarters located at 24 rue du Général Bertrand, CS 30798, 75345 Paris Cedex 07, France.

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 in this field. ESA implements appropriate measures to preserve the rights of data subjects, to ensure the processing of personal data for specified and legitimate purposes, in a not excessive manner, as necessary for the purposes for which the personal data were collected or for which they are further processed, in conditions protecting confidentiality, integrity and safety of personal data and generally to implement the principles set forth in the PDP Framework, available at:

http://www.esa.int/About_Us/Law_at_ESA/Highlights_of_ESA_rules_and_regulations

ESA PDP Framework 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 2018.

This notice is intended to inform you, as data subject, about:

- the identity of the data controller and contact details of ESA Data Protection Officer (“DPO”);
- the type of personal data which is collected and processed;
- the modalities of collection of personal data;
- the purpose of the collection and processing;
- the recipients (if any) to whom the personal data of the data subject shall be disclosed;
- the time-limits for storing the personal data;
- the practical modalities of exercising the rights of the data subject under the ESA PDP Framework.

This notice is also enabling ESA to obtain your consent relating to the collection and further processing of your personal data, under ESA PDP Framework. This privacy notice was last updated on: 25 July 2022.



1.1. Who is the Data Controller?

Your personal data is collected and further processed as shown below upon the decision taken by ESA.

Thus, the Data Controller is ESA.

1.2. What are the contact details of ESA Data Protection Officer?

According to ESA PDP Framework, your first point of contact concerning personal data matters is the ESA Data Protection Officer (“DPO”), who may be contacted at DPO@esa.int.

1.3. What kind of personal data about you is collected and further processed?

The personal data which may be collected and further processed for the purposes mentioned below are in particular:

- Name:
- Phone number:
- E-mail:
- Company Details:
- Information in connection with your use of Webex such as information in server logs, including information on how the website was used by you, your search queries,
- IP (internet protocol) address and data about your system activity, hardware settings, browser settings, date and time of your request
- Cookies, i.e.
- Other information that you provide and which may directly or indirectly identify you;
- Registration Information Name, email address, password, public IP address, browser, phone number (optional), mailing address (optional), geographic region, avatar (optional), billing information, user information included in the customer’s active directory (if synched), Unique User ID (UUID) Host and Usage Information IP address, user agent identifier, hardware type, operating system type and version, client version, IP addresses along the network path, mac address (as applicable), service version, actions taken, geographic region, meeting session information (title, date and time, frequency, average and actual duration, quantity, quality, network activity, and network connectivity), number of meetings, number of screen-sharing and nonscreen-sharing sessions, number of participants, host name, meeting site url, meeting start/end time, subscription type, username of attendees, meeting start/end time, subscription info, screen resolution, join method, performance, troubleshooting, and diagnostics information, call attendee information, including email addresses, IP address, username, phone numbers, room device information Meeting host (organizer) and meeting attendee information information



to be used for billing purposes. User-Generated Information Meeting and call recordings, transcriptions of call recordings, uploaded files (for Webex events and training only)

You are required not to send to the Agency any sensitive information (including information that indicate, directly or indirectly, an individual's racial or ethnic origin, political opinions, adherence to unions, religious or philosophical beliefs, health life, sexual orientation, genetic or biometric data, criminal convictions).

1.4. How is your personal data collected or processed?

Your personal data may be collected by various means, including via:

- registration to the ESA 4th REACH Workshop
- Upon registering and using the Cisco Webex service, your personal data is collected.

1.5. Why is your personal data collected and processed?

Your personal data are collected and further processed so that:

1. to manage your relationship with the Agency as well as your requests and applications in relation to ESA 4th REACH Workshop
2. to enable your participation in the ESA 4th REACH Workshop
3. to send you notifications in connection with the ESA 4th REACH Workshop
4. to highlight and promote the ESA 4th REACH Workshop, as well as to promote similar events, in the future on any media
5. to send you newsletters and new features in relation with other events
6. to conduct surveys
7. other purposes that will be disclosed to the personnel when such information is requested
8. Cisco Webex Meetings service, a cloud-based web and video conferencing solution is used by ESA for web meetings enabling employees, other parties and virtual teams to collaborate in real time, for billing and to provide a service to you. Participation in Webex meetings is voluntary and you can opt out at any time by ceasing to use the service. In addition to these purposes, the Agency may use your personal information for any of the purposes mentioned in Article 5 of the Policy on Personal Data Protection.

1.6. To whom might we disclose your personal data?

The Agency may disclose your personal data to any of the following third-party recipients for the fulfilment of all or part of the purposes of the collection and processing of personal data, which are mentioned above:

Recipient acting as...	Servers and sub-processors of the recipient are located in:
ATP Specials BV	The Netherlands
CISCO	Cisco Systems (including its US subsidiaries for billing information only) and its partners located in all countries where Cisco and Cisco partners perform troubleshooting, based on the inclusion of ESA / EC standard contractual clauses to ensure data protection; Cisco's Binding Corporate Rules – Controller (BCR-C) to ensure that Cisco worldwide disclosures of European personal information is subject to adequacy

2. YOUR DATA

2.1. How long do we retain your personal data for?

The Agency may keep your personal data for as long as necessary for the fulfilment of the above-mentioned purposes. Your Personal Data shall be deleted thereafter.

2.2. How can you erase, rectify, complete or amend your personal data?

The Agency is keen to collect and process accurate personal data and to keep it updated. You may request the erasure, rectification, completion, or amendment of your personal data if they are inaccurate or incomplete, in relation to the purposes for which they are collected and processed, or if they are processed in violation with the principles referred in the ESA PDP Framework.

If you choose to make a request for the erasure of personal data, you understand and agree that ESA cannot process the inscription to the event.

The above-mentioned request should be submitted to the ESA DPO, as first point of contact, by sending an email to: dpo@esa.int

- Copy to: esaconferencebureau@atpi.com



3. IN CASE OF A DATA PROTECTION INCIDENT

In case of a data protection incident, you should contact ESA DPO, as first point of contact, by sending an email to: dpo@esa.int

In case you wish to submit a complaint, you are required to comply with the Rules of Procedure of the Supervisory Authority set forth by ESA PDP Framework. 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 to justify serious reasons to believe that such incident occurred.

4. YOUR CONSENT

Your consent is required

By registering the ESA 4th REACH Workshop you agree to ESA framework on Personal Data Protection and to the processing of your personal data by, or on behalf of, the Agency, as mentioned in the ESA Privacy Notice and Consent form as follows:

- I accept.
- I disagree.

How and when can you withdraw your consent?

You will be able to withdraw your consent depending on the modality used to collect your personal data, in particular: [NOTE: to be completed taking inspiration from the following sample]:

- by unsubscribing to the mailing list for promotional emails
- by sending an email to Business-area: event email or: DPO@ESA.int