

PRIVACY NOTICE FOR: The TEC-M 4S Symposium

[For Internal Reference - DPNR Reference Number 2161]

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: 26/07/2023

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 the ESA 4S Symposium 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 to facilitate and manage your participation in the 4S Symposium.

Furthermore, your personal data may be processed via Images (your appearance) taken at the event and published on ESA websites. You may choose to opt out from this via either approaching the ESA photographer directly regarding your wish not to be photographed or by choosing to wear a dedicated band/lanyard available at the registration desk at the event, to indicate your preference not to be photographed.

Your contact details (Name, E-Mail Address) may be shared with other participants at the event if you have indicated your interest in sharing these when registering for the conference.

Special categories of personal data may be collected where you have informed ESA of food related preferences based on your consent. This data will only be used for catering to any dietary or otherwise relevant food requirements/condition(s).

Furthermore, your Abstract/the presentation of it at the event and included personal data will be provided to all Conference participants via E-Mail.

Applicants, as separate Controllers, are responsible for ensuring that consent for the inclusion in the application procedure and the potential publication of the Abstract/Presentation of all the (Co-)Authors is included in the Paper (if applicable) and that consent has been obtained prior to submitting an application to ESA.

For Presenters at the event only: Your Presentation may be recorded by ESA and may be retained in the ESA Archive.

The general Purpose of this processing is to enable your participation and to keep you updated about the 4S Symposium.

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 registration page for the Symposium, by ATPI (as ESA Processor).

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 Controller	Contact Information/ Registration Data and Affiliation	Name, Surname, E-Mail Address, Telephone Number, Company/	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 the 4S Symposium. ESA will collect and process relevant Registration Data to enable your participation to the event. Registration Data will furthermore

Processing Entity	Personal Data Categories	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
	<p>Financial Data</p> <p>Image Data</p> <p>Health and or Philosophical beliefs</p> <p>Video Recordings (Presenter only)</p> <p>Personal Information in the Abstract</p>	<p>Institution Address</p> <p>Bank Transaction Data</p> <p>Images taken at the event</p> <p>Dietary preferences</p> <p>Presentation, Audio/Video of Presentation at the event</p> <p>All personal information provided in the Abstract (for example: Name, Surname, E-Mail Address, Institution etc.)</p>	<p>be used to inform you via a mailing list about Symposium-related news and updates.</p> <p>For managing the payment ESA may process certain payment data provide by you via the Registration page. Appropriate Safeguards for this data are implemented at ESA and its Processor ATPI.</p> <p>Images of the Symposium participants may be taken at the event. You may opt-out from this by either approaching the photographer directly with your wish not to be photographed or via wearing coloured Lanyards and/or bands provided at the conference, expressing your wish to not be photographed. Further information will be provided at the event registration desk. Images may be published via ESA websites accessible by the public.</p> <p>You may revoke your consent related your image in accordance with the ESA Protection of Personal Data Policy, article 5.4. Requests shall be addressed to the ESA DPO (dpo@esa.int).</p> <p>ESA collects your dietary requirements to manage meal choice(s) based on your preferences and requirement. ESA and its processors apply appropriate technical and organisational measures to protect this data.</p> <p>Presenter at the event may be recorded on stage and recordings retained long term in the ESA Archive. You may opt-out from this by either expressing your wish to not be video recorded. Please select the coloured Lanyard/Band provided at the conference, expressing your wish to not be video recorded. Further information will be provided at the event registration desk. Images may be published via ESA websites accessible by the public.</p> <p>ESA will collect and process relevant Registration Data to enable your participation in the Abstract Selection Process.</p> <p>Please make sure to obtain prior to the submission the consent of all (Co-)Authors where personal information is provided in the Abstract.</p>
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/ATP Specials B.V. as ESA Processor	Contact Information/Registration Data	Name, Surname, E-Mail Address, Telephone Number, Company/Institution Address	<p>The Registration and event organisation is provided via ATP Specials B.V. in the Netherlands. Your personal data/the Abstract is processed by this company under ESA contract to enable your event participation and the collection of the relevant documents.</p> <p>Images at the event will be taken by a photographer hired via ATPI and as such Image Data may be processed by ATPI in part.</p>

Processing Entity	Personal Data Categories	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
	Food related requirements	Dietary preferences	ATPI as an ESA Data Processor collects your dietary requirements to manage meal choice(s) based on your preferences and requirement. ESA and its Processors apply appropriate technical and organisational measures to protect this data.
	Financial Data	Bank Transaction Data	For managing the payment, the ESA Processor may process certain payment data provide by you via the Registration page. Appropriate Safeguards for this data are implemented at ESA and its Processor ATPI.

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 the ESA colleagues in charge for this Activity via ESAConferenceBureau@atpi.com</p>
ESA DPO	Data Protection Officer: DPO@esa.int
ATPI/ATP Services B.V.	Please contact ESA directly via the information above as this is a processor for ESA

Personal Data Disclosure, Transfer and Safeguards:

The table below informs you about any transfer outside the EU or other particular transfers where your data may be put at higher risk and the measures ESA applies in such cases to protect your personal data.

Recipient	Location of Recipient	Safeguards
Worldwide publication of Images via ESA websites	Worldwide	<p>Based on your consent (Clause 5.2.2.1 i. PDP) as provided when registering. Please make sure to opt out from your images being taken at the event if you choose to not provide consent when registering for the event.</p> <ul style="list-style-type: none"> You may revoke your consent in accordance with the ESA Protection of Personal Data Policy, article 5.4. where ESA acts as Data Controller.
Publication of Abstract/ Presentation to Conference Participants (via E-Mail)	Worldwide	<p>Based on your consent (Clause 5.2.2.1 i. PDP) as provided when registering.</p> <p>You may revoke your consent in accordance with the ESA Protection of Personal Data Policy, article 5.4. were ESA acts as Data Controller.</p> <p>ESA may not be able to request deletion once the Presentation is provided to the Conference Participants.</p> <p>As such, please ensure that you have obtained the prior consent of all (Co-)Authors for publication of the relevant Presentations after the event.</p>

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
<p>ESA</p> <p>Processing in European Union</p> <p><u>Data Categories:</u> Registration Data</p> <p>Image Data</p> <p>Dietary Requirements</p> <p>Financial Data/Bank Transfers</p>	<p><u>Contact Details:</u></p> <p>2 years after the end of the activity, then deletion</p> <p><u>Dietary Requirements/</u></p> <p>For the duration of the Symposium, then deletion.</p> <p><u>Bank Transaction Data:</u></p> <p>For the duration necessary to conduct/facilitate the payment, then deletion</p> <p><u>Image Data:</u></p> <p>2 years after the event, then deletion</p> <p><u>Personal Data in the Abstract/ Presentation</u></p> <p>Indefinitely (Abstracts/Presentations may be included in the ESA Archive for historic purposes indefinitely)</p>
<p>ATPI/ATP Services B.V.</p> <p>Processing in the Netherlands/EU</p> <p><u>Data Categories:</u> Registration Data, Dietary Requirements and Bank Transfer Data</p>	<p><u>Registration Data, Dietary Requirements and Bank Transaction Data:</u></p> <p>2 years after the event, then deletion</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.
- ESA does not plan to implement any automated decision-making within this activity.
- ESA does not instruct any ESA affiliated processor – including ATPI/ATP Services B.V. – to conduct any web analytics, profiling or any other processing on ESA’s behalf, other than the purposes mentioned above.

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

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.