

# PRIVACY NOTICE FOR: The ESA Industry Space Days (ISD) 2024 (Organised by CIC-IS)

**[For Internal Reference - DPNR Reference Number: 2160]**

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: 18/01/2024

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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.

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

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 CIC-I Department, as well as what rights You have in relation to Your personal data. 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 organise and manage the Industry Space Days, commissioning ATPI (the Netherlands) Services as Processor. 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.

Members of selection committees or bodies that select abstracts may act as separate Controllers and may be in territories not having an Adequate Level of Protection such that ESA implements appropriate protection for Disclosures of personal data.

Social media, LinkedIn, Twitter, external websites, etc., may be used to publish photographs, video recordings or interviews or information related to the events. These act as separate Controllers, each responsible for their personal data processing activities, please consult their privacy notices and websites for further information. You have the right to decline your participation in such processing.

Your Personal Data will be processed by ESA and its Processor ATPI to enable your participation in the event. This includes your banking and/or credit card information if you choose to pay via this method.

Through the Proximum365's ViMeet platform, you will be able to network with other participants. On the Platform you can provide relevant professional information, which is processed by ESA and its Subcontractors based on your consent.

At the event, photos and videos will be taken which will be later published on ESA websites and social media platforms, for example, LinkedIn and Twitter/X. You may opt-out of the publication of your photos and videos by wearing a special lanyard provided at the event, which indicates your preference not to be photographed. You may also inform the photographer directly about your wish not to be photographed or recorded.

ESA processes the personal data of participants for the following purposes: managing invitations, registrations, participation requests, facilitating remote participation and distribution of the list of participants, managing on premises presence, badges and identity verification for security, promoting the event in social media. ESA also processes personal data of participants for reporting on the event, to distribute presentations to participants and potentially for satisfaction surveys. Where you have consented, ESA may keep your contact details in order to invite you to future similar events or future meetings within the scope of the activity. Your personal data may be accessed by the ESA event organisation team and service providers (ESA Conference Bureau, ATPI Services) under ESA contract, ESA workforce members of the HIF-E team and ESA IT support teams.

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 seek to foster the public interest in space activities and programmes. All the processing carried out by, or on behalf of, ESA upon initiative of the HIF-E 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. ESA initiates webinars, conferences, symposia, events and workshops for the purpose of promoting the space industry and enhancing collaboration. Video recordings are created to enable those not present at the event or the interested public to view it for educational purposes via ESA social media or websites, etc. 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.

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

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. The processing of your personal data by ESA for this event is lawful as it is necessary for the performance of a task carried out in the public interest.

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
- (b) 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;
- (c) for Your legitimate interest; or
- (d) for purposes covered by Your Consent, where applicable, as it may be obtained from You under a separate document (e.g., Consent form).

In addition, We may process Your data under Article 5.2.2 of the ESA PDP Policy concerning Sensitive Personal Data, i.e. when the processing:

iii. is necessary for:

- a) the protection of the vital interests of the Data Subject or of another natural person where the Data Subject is physically or legally incapable of giving Consent; or
- b) Dispute Resolution and Investigation Procedures; or
- c) 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.

**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
<b>European Space Agency (ESA)</b> as <b>Controller</b>	Contact Details, including Affiliation Information	Name, Surname, Email, Address, Telephone Number, Nationality,	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 the activity.

Processing Entity	Personal Data Categories	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
	<p>Banking Information</p> <p>Audio/Video Recordings and Images</p> <p>Other Information provided by you in the Networking Platform</p>	<p>Company/ Institution affiliation and seat</p> <p>Banking and or Credit Card Information</p> <p>Video-recordings and Images taken at the event</p> <p>Other personal Information provided</p>	<p>ESA processes Registration Information to enable your participation in the event, including informing you about event details, schedules etc.</p> <p>Banking Information will be processed by ESA to conduct the payment for your participation only.</p> <p>At the event, photos and videos will be taken which will be later published on ESA websites and social media platforms like LinkedIn and Twitter/X. You have the right to opt-out of the publication of your photos and videos by informing us of Your preference.</p> <p>Through the ViMeet Platform, you will be able to provide professional information about yourself and your company, and share it with other participants. This information is processed based on your individual consent.</p>
<b>ESA DPO</b>	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.
<b>ATPI/ATP Specials BV and its Sub-processors</b> as <b>Processor</b>	<p>Contact Details, including Affiliation Information</p> <p>Banking Information</p>	<p>Name, Surname, Email, Address, Telephone Number, Nationality, Company/ Institution affiliation and seat</p> <p>Banking- and or Credit Card Information</p> <p>Video-recordings and</p>	<p>ATPI and its Subcontractors/Subsidiaries provide to ESA event organisation services. This includes the Registration Process, event participation and payment management; and via its Subcontractor Proximum365, the ViMeet Platform to organise the B2B meetings and side events.</p> <p>Furthermore, ATPI manages Audio/Video Recording and Photography Services for ESA and Personal Data is published on ESA Websites and Social Media Accounts.</p>

Processing Entity	Personal Data Categories	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
	Audio/Video Recordings and Images  Other Information provided by you in the Networking Platform	Images taken at the event  Other personal Information provided at the event	

**Contact Details per involved entity:**

Entity	Contact Details
European Space Agency (ESA)	Headquarters: 8-10 Rue Mario Nikis, CS 45741, 75738 Paris Cedex 15, France.  Your first point of contact is ESA's DPO at <a href="mailto:DPO@esa.int">DPO@esa.int</a> at all times.  You may also contact ESA colleagues in charge for this Activity directly by <a href="mailto:ESAConferenceBureau@atpi.com">ESAConferenceBureau@atpi.com</a> .
ESA DPO	Data Protection Officer: <a href="mailto:DPO@esa.int">DPO@esa.int</a>
ATPI/ATP Services BV and its Subcontractors	<b>Please contact ESA directly via the information above as this is a processor for ESA. Processing in the EU.</b>

**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
via ESA websites Worldwide publication of Images/Videos	Worldwide	Relevant Data: Images/Audio/Video Data  Based on your consent (Clause 5.2.2.1 i. PDP) as provided when registering.  Please make sure to choose the special lanyard at the check-in, if you prefer not to be photographed/recorded.  You may revoke your consent in accordance with the ESA Protection of Personal Data Policy, article 5.4. where ESA acts as Data Controller.



<p><b>Twitter/"X"</b></p>	<p>US/Worldwide</p>	<p>Relevant Data: Images/Audio/Video Data</p> <p>Based on your consent (Clause 5.2.2.1 i. PDP) as provided when registering.</p> <p>Please make sure to choose the special lanyard at the check-in, if you prefer not to be recorded/photographed.</p> <ul style="list-style-type: none"> <li>You may revoke your consent in accordance with the ESA Protection of Personal Data Policy, article 5.4. where ESA acts as Data Controller.</li> <li>Where the Social Media platform acts as Data Controller, please refer to their applicable Privacy Policy:</li> </ul> <p><a href="https://twitter.com/en/privacy">https://twitter.com/en/privacy</a></p>
<p><b>Microsoft Corporation (LinkedIn)</b></p>	<p>US/Worldwide</p>	<p>Relevant Data: Images/Audio/Video Data</p> <p>Based on your consent (Clause 5.2.2.1 i. PDP) as provided when registering.</p> <ul style="list-style-type: none"> <li>Please make sure to choose the special lanyard at the check-in, if you prefer not to be recorded/photographed. .You may revoke your consent in accordance with the ESA Protection of Personal Data Policy, article 5.4. where ESA acts as Data Controller.</li> <li>Where the Social Media platform acts as Data Controller, please refer to the applicable Privacy Policy:</li> </ul> <p><a href="https://www.linkedin.com/legal/privacy-policy">https://www.linkedin.com/legal/privacy-policy</a></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:*

<p><b>Personal Data Categories and Place of Processing</b></p>	<p><b>Retention</b></p>
<p><b>ESA</b> Processing in the European Union, Publication Worldwide</p> <p><u>Data Categories:</u> Registration Data/Contact Details, Banking/Credit Card Information, Image/Audio/Video Data</p>	<p><b><u>Contact Details/Registration Data:</u></b> 2 years after the end of the activity, then anonymised for storage, unless otherwise agreed in the expression of consent.</p> <p><b><u>Banking and Credit Card Information:</u></b> Until Transaction is finalized and for documentation for the legally required time limit, then deletion</p> <p><b><u>Image and Video Data:</u></b> 10 years after the end of the activity, then stored in ESA Archive.</p>



<p><b>ATPI / ATP Specials BV</b> Processing in the European Union</p> <p><u>Data Categories:</u> Registration Data/Contact Details, Banking/Credit Card Information, Image/Audio/Video Data</p>	<p><b><u>Contact Details/Registration Data:</u></b> 2 years after the end of the activity, then deletion</p> <p><b><u>Banking and Credit Card Information:</u></b> Until Transaction is finalized and for documentation for the legally required time limit, then deletion</p> <p><b><u>Image and Video Data:</u></b> Provided to ESA after editing, then deletion</p>
<p><b>Social Media Platforms:</b></p> <ul style="list-style-type: none"> <li>• <b>Microsoft Corporation (LinkedIn)</b></li> <li>• <b>Twitter/“X”</b></li> </ul> <p>Processing mainly US/Publication Worldwide</p> <p><u>Data Categories:</u> Image/Audio/Video Data</p>	<p>Where ESA is able to delete Personal Data from its owned/controlled Social Media Accounts: For the duration as stated above for ESA.</p> <p>Where the Social Media Platform is Data Controller, personal data <u>may be retained indefinitely</u> by the Platform.</p> <p>See Privacy Policies of the Social Media Platforms used for details:</p> <p><a href="https://www.linkedin.com/legal/privacy-policy">https://www.linkedin.com/legal/privacy-policy</a></p> <p><a href="https://twitter.com/en/privacy">https://twitter.com/en/privacy</a></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.

Please contact the ESA DPO by email at : [dpo@esa.int](mailto:dpo@esa.int) or by post at: ESA Headquarters, Data Protection Officer, 8-10 RUE MARIO NIKIS; CS 45741; 75738 PARIS CEDEX 15; FRANCE, if you have a request.

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](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 providing all information available to you regarding the potential breach.