

# PRIVACY NOTICE FOR: ESA MAGIC Science and Applications Workshop 2023

**[For Internal Reference - DPNR Reference Number 2118 ]**

*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: 28/06/2023

---

## 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](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 MAGIC Science and Applications Workshop 2023 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 information will be used to facilitate your registration for the event and enable you to participate. This will include notifications in connection with your registration, information about how to attend and a planned satisfaction survey after the event. Your personal data may furthermore be used via photographs taken at the event, which will be published on the third-party social media platforms Twitter and LinkedIn. For practical reasons this is managed via differently coloured lanyards/bands provided to you at the event, expressing your willingness for your pictures being taken (or lack thereof).

Presentations and presenters may furthermore be recorded via Webex for publication via an ESA website at a later stage.

**The general Purpose of this processing is** the facilitation of event participation, the publication of Images of participants (if they consented/agreed to it) and the publication of recording of presentations/presenter at the event.

**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](#) provided to you.

You will be asked for consent regarding the registration data and a dedicated second consent for the images taken and related publication on Social Media Platforms as described below.

***Please Note:***

Please be aware that if you don't consent to the processing of the personal data required for the registration, you will not be able to participate in the event!

As for the consent regarding Images taken at the event: You are completely free to not provide consent and can still participate. Please make sure that if you choose to not give consent to images of you being taken and published, that you have to collect the correct Lanyards/Band at the event.

You nevertheless at all times can approach the photographer at the event and ask them to not take your picture in a certain situation or circumstance and they will abide by your request.

**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
<p><b>European Space Agency (ESA) as Controller</b></p>	<p>Contact Details/Registration Data</p> <p>Image Data</p> <p>Audio/Video Data</p>	<p>Name, Surname, Mail Address, Affiliation, Address</p> <p>Images of you taken at the event</p> <p>Recordings of presenters at the event via Webex</p>	<p>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 MAGIC Science and Applications Workshop 2023.</p> <p>Your personal data will be shared with ESA Processors/Contractors (as described below in this table) for managing/organizing the event. Your personal data will furthermore (if you have given consent) be used for publication on Twitter and/or LinkedIn. You at all times can opt out from this by choosing the correct Lanyard/Band and/or engaging the photographer directly asking for your pictures not to be taken/published.</p> <p>Presenters and their presentation will be recorded and published via an ESA website after the event. Please make sure if you are a presenter to not provide any information you do not want to be published in the presentation or contact colleagues in charge of the event regarding this.</p>
<p><b>ESA DPO</b></p>	<p>All Personal Information required to accomplish the DPO's duties as defined in the ESA PDP</p>	<p>All Personal Information required to accomplish the DPO's duties as defined in the ESA PDP</p>	<p>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.</p>
<p><b>Olly Services s.r.l. As Processor</b></p>	<p>Registration Data</p>	<p>All Information related to your event registration (as above)</p>	<p>Olly Services s.r.l. provides ESA with services related to the event management and organisation. For this purpose your personal information is shared with this processor and will be processed in the Netherlands.</p>
<p><b>Eventsair/Centium Software As Processor</b></p>	<p>Registration Data</p>	<p>All Information related to your event registration (as above)</p>	<p>Olly Services relies for event registration on the eventsair service. Processing of personal data is limited contractually to the European Union, specifically to a processing in the Netherlands.</p>
<p><b>Cisco Systems Inc. (Webex) As Processor</b></p>	<p>Audio/Video Data</p>	<p>Audio/Video for participants via Webex</p>	<p>Personal Information of Participants/Presenters participating via Webex is processed by Cisco in the EU. ESA has specific contractual measures in place to limit the processing to the EU.</p> <p>Information collected at the online event will be deleted within 2 weeks after the end of the event. Recordings of presenters will be downloaded to ESA systems and published on a dedicated ESA website with dedicated retention (see below).</p>

**Contact Details per involved entity:**

Entity	Contact Details
<b>European Space Agency (ESA)</b>	<p><b>Headquarters: 8-10 Rue Mario Nikis, CS 45741, 75738 Paris Cedex 15, France.</b></p> <p>Your first point of contact is ESA's DPO at <a href="mailto:DPO@esa.int">DPO@esa.int</a> at all times.</p> <p>You may also contact ESA colleagues in charge for this Activity via <a href="mailto:events.organisation@esa.int">events.organisation@esa.int</a>.</p>
<b>ESA DPO</b>	Data Protection Officer: <a href="mailto:DPO@esa.int">DPO@esa.int</a>
<b>Olly Services s.r.l.</b>	Please contact ESA directly with any data protection related question as Olly Services is a processor for ESA.
<b>Eventsair/Centium Software</b>	Please contact ESA directly with any data protection related question as eventsair is a subprocessor 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
Twitter	United States of America (US)	<p>The transfer of your personal information is based on your dedicated consent for the worldwide publication based on Clause 5.3.2. ESA PDP Framework. See outlined risks below for an overview of risks to your personal information when agreeing to the processing at the social media platform.</p> <p>Please be aware that you at all times can opt-out from your images being taken at the event by using the correct Lanyard/Band and/or informing the photographer about your unwillingness to be photographed. You furthermore at all times can revoke your consent for the publication at those platforms. ESA will do its best to remove pictures depicting you from those platforms as quickly as possible.</p> <p>If you want to make use of this revocation, please contact ESA via the contact options above and ideally provide details about the specific pictures you are on for a more expedient action by ESA.</p>
LinkedIn	US	- As above for Twitter -

**Risks to your personal data if the transfer of your personal data takes place to territories outside the EEA where these entities are not considered adequate by ESA and the transfer is solely based on your consent:**

Risks to your personal information when agreeing to the publication on social media websites/platforms include:

- Misuse for Manipulation / "Fake" Imagery by third parties, including use of Artificial Intelligence for impersonation
- Misuse for other malicious purposes like fraud or other illegal activities
- Use by Social Media Platforms for own commercial purposes based on their Terms of Service, which might include use for AI training purposes and use for other automated evaluation processes or general Marketing Activities

- Please inform yourself about details related to this by reading the relevant Privacy Notices before giving consent:  
 Twitter: <https://twitter.com/privacy>  
 LinkedIn: <https://www.linkedin.com/legal/privacy-policy>

**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><b>ESA</b></p> <p>Contact Details, Image Data, Recordings of Presentation</p>	<p>Contact Details:                      2 years after the end of the activity, then deletion</p> <p>Image Data/Photographs:                      2 Years after the end of the activity, then deletion from ESA Systems and ESA Accounts at the third party Social Media Platforms</p> <p>Presentation recordings:                      2 years after the event, then deletion from ESA public website and ESA systems</p>
<p><b>Olly Services / eventsair</b></p> <p>Registration Data/Contact Details</p>	<p>Deleted at the latest 2 years after the end of the event.</p> <p>Generally your personal information is retained at the processor(s) for as long as necessary to fulfil the purpose as stated above (including for example to facilitate the satisfaction survey)</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 third party – the eventsair service – 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](mailto: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.

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.

**Information regarding: Rectifying Personal information in your Registration Account by accessing your account:**

1. Visit the registration/event page and sign in (if available)

Attendance as Participant: <https://magic2023.org/magic/registration>

Abstract Submission Portal: <https://magic2023.org/magic/abstracts>

2. Change or delete provided Personal Information in the account. You may be able to delete the complete account based on the circumstances of the event.

If you do not remember your password, you can reset your password by clicking on the “Forgotten your password” button under the sign-in fields.

If you are unable to access your account, please contact [events.organisation@esa.int](mailto:events.organisation@esa.int)

**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 provide all information available to you regarding the potential breach.