

## PRIVACY NOTICE AND CONSENT FORM FOR: TEC – SOLARIS RESEARCH DAY

This privacy notice was last updated in: 2022 and relates to Data Protection Notification Record No.: 1995

### 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](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 enables ESA to obtain your consent relating to the collection and further processing of your personal data, under ESA PDP Framework.



## 1. GENERAL INFORMATION

### 1.1. Who is the Data Controller?

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

1. ESA as Data Controller.

### 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](mailto:DPO@esa.int).

### 1.3. What type 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:

- First Name
- Last Name
- E-mail address
- Affiliation
- Country

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, adhesion 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 SOLARIS Research Day on the Indico webpage <https://indico.esa.int/event/453/>

### 1.5. Why is your personal data collected and processed?

Your personal data are collected and further processed so that:

1. to enable your participation to the SOLARIS Research Day, by registering you into the ESTEC visitors system (for attendance on site) or by providing you with the link to the online event
2. to send you notifications in connection with the SOLARIS Research Day



3. to acquire an overview of entities showing interest in the SOLARIS initiative, for planning of the next steps in the initiative

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 ESA Member State Delegations for the fulfilment of all or part of the purposes of the collection and processing of personal data, which are mentioned above.



## 2. YOUR PERSONAL DATA

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

The Agency shall keep your data for a maximum period of three (3) months 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 your registration to the SOLARIS Research Day and cannot enable your access 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](mailto:dpo@esa.int)

You may also be allowed access to your personal data and have the possibility to erase, rectify, complete or amend it, according to the following modalities:

1. by accessing your account on <https://indico.esa.int/login/> (if you have one)
2. by entering your account User Id and password
3. by clicking on “Log In”
4. by actually erasing, rectifying, completing or amending your personal data
5. If you do not remember your password, you can reset your password by clicking “Forgot my password” on the login page

## 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](mailto: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

The processing of personal data described in this privacy notice is based on your consent. You may provide your consent by accepting this privacy notice (selecting the 'I accept' checkbox) prior to submitting the registration form. You can withdraw such consent by requesting ESA to stop the processing. This will not affect the legitimacy of the personal data processing that took place prior to the withdrawal of user consent. You can withdraw your consent at any time by sending an email to ESA DPO at: [dpo@esa.int](mailto:dpo@esa.int); copy: [sanjay.vijendran@esa.int](mailto:sanjay.vijendran@esa.int)

If users choose to withdraw their consent, they understand and agree that they will no longer be able to register to the SOLARIS Research Day.

For those cases where your consent was not already obtained by ESA (including other modalities) and it is required under the ESA Framework on Personal Data Protection, you agree with the collection and further processing of your personal data:

- I accept.
- I disagree.

You will be able to withdraw your consent depending on the modality used to collect your personal data, in particular:

1. by sending an email to ESA DPO at: [DPO@ESA.int](mailto:DPO@ESA.int); copy: [Sanjay.vijendran@esa.int](mailto:Sanjay.vijendran@esa.int)