



PRIVACY NOTICE AND CONSENT FORM FOR: EU-ESA WORKSHOP FOR THE INCREASE OF EMERGENCY RESPONSE AGENCIES AWARENESS ON THE NEO THREAT

This privacy notice was last updated in: 2023 and relates to Data Protection Notification Record No.: 1927.

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: 8-10 RUE MARIO NIKIS; CS 45741; 75738 PARIS CEDEX 15; FRANCE.

ESA is committed to protect Personal Data in line with the ESA Framework on Personal Data Protection (herein the “ESA PDP Framework”) available at:

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

composed of:

- The Principles of Personal Data Protection adopted by ESA Council on 13 June 2017
- The Rules of Procedure for the Data Protection Supervisory Authority adopted by ESA Council on 13 June 2017
- The Policy on Personal Data Protection (including its Annex “Governance Scheme of the Agency’s Personal Data Protection”) adopted by Director General of ESA on 1 March 2022 (“ESA PDP Policy”).

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 described in this privacy notice upon the decision taken by ESA, as Data Controller.

ESA discloses the list of persons attending the workshop to the European Commission (EC), as separate Controller, upon request of the EC. Please refer to the privacy notice of the EC for further information of their processing as data recipient and as separate 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.

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

ESA processes the personal data (full name, function, organisation and e-mail address) 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.

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 keeps your contact details in order to invite you to future similar events or future meetings on this activity.

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

- Name
- E-mail
- Affiliation
- Position
- Country

Please do 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 events (workshop or conference, e.g. on a website)
- presence on ESA site
- conference tools (Indico, ESA Webex). The ESA Cisco Webex Videoconferencing Service may be used to enable participation during the event. For this purpose, some personal data (including Audio and Video Data) may be processed by Cisco Systems, strictly limited to the European Union as per contractual obligations implemented between ESA and Cisco Systems Inc. Personal Data collected is limited to the necessary and Audio/Video data is retained only for the duration of the meeting. Some further Data (chat, signup information) may be retained for 6 months after the event and then automatically deleted. Processing in the European Union. The Webex privacy notice is made available to you when you use the tool.

1.5. Why is your personal data collected and processed?

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 wish to foster the public interest in space activities and programmes. All the processing carried out by, or on behalf of, the Agency upon initiative of the Operations Directorate falls in this general purpose and, in particular, into one of the reasons permitted under ESA PDP Framework, in particular under ESA PDP Policy.

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 and generally, the processing referred to in this notice falls under **Article 5.2.1.i. of the ESA PDP Policy**, i.e.:

- 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
- for security; or
- 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;



- for purposes covered by Your Consent, as it may be obtained from You under a separate document (e.g., Consent form).
- Furthermore, Art. 96 of the Financial Framework Partnership Agreement between the EC, EUSPA and ESA (FFPA) applies to this processing operation.

Your personal data are collected and further processed so that:

1. to provide you access to an ESA site, to enable your participation;
2. to manage your relationship with the Agency as well as your requests and applications in relation to the events;
3. to enable your participation in the events;
4. to send you notifications in connection with the events;
5. to conduct surveys on the events for the purpose of improving the event
6. to Disclose a list of attendees to the EC upon their request.

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 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:
ESA Staff involved in the operation, maintenance and hosting of the workshop website	EU
ESA Staff involved in the organisation of the event	EU
ESA Webex	EU
ESA Indico	EU
ESA MS Forms / Limesurvey	EU
European Commission as separate Controller for the list of attendees	Please refer to the privacy notice of the EC as data recipient for further information.

2. YOUR PERSONAL DATA

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

Your data are stored for the shortest time possible, taking into account the reasons why we need to process Your data, as well as all legal obligations applicable to the Agency. The Agency established time limits to erase or review the data stored. Retention periods applied by the Agency are proportionate



to the purposes for which they were collected. Thus, the Agency will keep Your personal data for as long as necessary for the fulfilment of those purposes, which may be at least for the duration of up to five years. Your Personal Data is deleted upon expiry of the applicable retention period. By way of exception, We may keep Your personal data for a longer period, for archiving purposes in the public interest or for reasons of scientific or historical research, being reminded that appropriate technical and organisational measures are put in place (e.g. anonymisation, encryption, etc.).

2.2. How do We protect and safeguard Your personal data?

All processing operations are carried out pursuant to ESA Rules and Regulations, including ESA PDP Framework and ESA Security Regulations. In particular, the Agency collects and processes personal data in conditions protecting confidentiality, integrity, and security of personal data. In order to protect Your personal data, ESA has implemented a number of technical and organisational measures against the risks of loss as well as against unauthorised access, destruction, use, modification or disclosure of personal data, in particular when such risks concern sensitive personal data. These measures take into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons. They may include, as appropriate, the pseudonymisation and encryption of personal data. ESA applies contractual and technical measures for the protection of your personal data to the EC.

2.3. What are Your rights as data subject and how can you exercise them?

Under conditions detailed in the ESA PDP Framework, You have:

- the right to be informed about the identity of the data controller, the contact details of the data protection officer, the purpose of the data processing, the data recipients to whom the personal data shall be disclosed, the rights of rectification or erasure of his/her data, the storage time-limits (if any), the practical modalities of exercising the rights, etc. ; this is the purpose of this privacy notice and any other notice referred to herein ;
- the right to access the personal data We process about You,
- the right to have Your personal data erased, rectified, completed;
- the right to lodge a complaint before the Supervisory Authority, in accordance with the latter's rules of procedure, in case You demonstrate or have serious reasons to believe that a data protection incident occurred in relation with Your personal data, following a decision of the Agency.

Note however, that We may not erase Your personal data in case the processing is based on the performance of a legal obligation of ESA or where such data is necessary for the establishment, exercise, or defence of legal claims.

When the processing of Your personal data is based on Your consent and unless a specific case applies You have also the right to withdraw Your consent.



- You may wish to exercise any of the above-mentioned rights, by sending a request explicitly specifying Your query to the ESA DPO via e-mail at dpo@esa.int, copy to: juan-luis.cano@esa.int
- Please note that withdrawing the consent does not affect the lawfulness of any processing based on the consent given before this consent is withdrawn.
- In cases where a participants' request to the ESA relates to the processing of personal data by a separate Controller, it will be forwarded to the separate Controller and vice versa.

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:

For participants from ESA, EUSPA, EC, your consent to the processing of Personal Data is not required for registering to this workshop, as ESA, EUSPA, EC are subject to the FFPA. However, consent is required for the disclosure/ making available of your personal data to the EC as data recipient and separate Controller upon their request.

For all other participants consent is required as follows.

By submitting your personal information in the event registration portal, 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 for:

- Event registration and attendance*
- Survey participation*
- Notifications*
- Disclosure of my name, surname as attendee to the EC*

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:

- *by sending an email to: juan-luis.cano@esa.int*