ESA PRIVACY NOTICE FOR OPS-S EUROPE-WIDE TSO SPACE WEATHER EXERCISE
Released by: European Space Agency, as Data Controller

Addressed to individuals whose personal data are collected and processed

Concerning collection and processing initiated by: **ESA OPS-S Department**
(hereinafter referred to as the "Department")

The European Space Agency (hereafter "the **Agency"** or **"ESA"** or **"We"**) is committed to protecting 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 the 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 entitled "Governance Scheme of the ESA's Personal Data Protection") adopted by the Director General of ESA on 1 March 2022 ("**ESA PDP Policy**").

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, on the initiative of the ESA above-mentioned Department, as well as what rights You have in relation to Your personal data. It also informs You about the contact details of the Data Protection Officer. This privacy notice was last updated on 24/04/2026. It must be read in conjunction with the ESA PDP Framework and other privacy notices referred to herein.

(1) *How can you contact ESA regarding this notice?*

The ESA Data Protection Officer ("DPO") may be contacted in line with the ESA PDP Framework at DPO@esa.int. Specific information is available upon request from the DPO.

SEPARATE CONTROLLERS:
To know the point of contact for personal data protection matters concerning separate Controllers (which are independently responsible for the collection and processing of personal data they decide upon), please refer to the privacy notices of these separate Controllers. Your queries regarding these matters will not be dealt with by ESA or its DPO.

(2) *What kinds of personal data are collected and further processed?*

We collect and process various kinds of personal data and may require You to provide personal data for the purposes mentioned later in this notice. Depending on the purpose for which they are collected and further processed, the personal data may include the following:

- **Identity Information**: including Your names, passport data or other official identification number, nationality;
- **Copies of identity documents:** including copies of Your diplomatic cards, copy of passport (including visa if necessary), the identity card or other identity documents, certificates, Your photograph;
- **Contact Information**: email address and telephone number;
- **Professional Information**: including job title, email address, phone number and addresses;
- **Technical Information**, including online identifiers: for example, internet protocol (IP) address or domain names of the devices utilised, login data, browser data, in particular the type plug-in version, user preferences and history; MAC data, device information, uniform resource identifier (URI) address, time zone setting, browser plug-in types and versions, ESA or other operating system and platform and other technology on the devices you are using - collected when you access our website, our electronic portals and platforms which we offer or which we have agreed with you to use or made available to you where you have agreed to their use; logs;

- **CCTV ("close circuit television") and physical security data:** CCTV footage and other information relating to access of our facilities obtained through electronic means;
    - other personal information You may disclose via the social media or in the use thereof.
- **Other personal information You may provide:** in particular the content of exchanges with ESA, for instance dietary preferences or assistance data;
- **Other** personal data that You have to the extent you made them public;
- **Other data, such as:**
    - Your messages, date, and time the message was sent;
    - the content of the questions you have asked;
    - other data mentioned in Your messages;
    - data You have made public.

(3) ***How are Your personal data collected or further processed?***

In addition to the personal data, We collect directly from You (e.g. you fill in a form submitted by, or for, ESA), We may, depending on Your situation, collect certain personal data about You indirectly by various means. This includes collection of personal data from availably sources or from third parties, including from analytics providers or from social media platforms.

ESA processes Your personal data by:

- Enabling You to register on ESA Indico and further interacting with You via esait tools.
- CCTV if You enter our premises.

(4) ***Why are Your personal data collected and further processed?***

ESA organises the Europe-wide TSO Space Weather Exercise on ESA premises.

We collect and process Your personal data 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, ESA upon initiative of the above-mentioned 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.

In any case, we do not process 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.

Further information on the purpose of processing is provided by clicking on links associated with each section below, which correspond to various situations that may be relevant to You.

What is the purpose of processing Your personal data?
4.1 IF YOU ARE A (PROSPECTIVE) PARTICIPANT IN AN EVENT (EUROPE-WIDE TSO SPACE WEATHER EXERCISE) Your personal data are collected and processed for the following purposes: (i) to manage Your registration for the event; to correspond with You about the event, including sending you pre- and post-event information; (ii) to secure Your access to the event premises (admission checks); (iii) to deliver the event You have registered for; (iv) to accommodate any special needs You may have, such as dietary restrictions; (v) to provide you with feedback on the current event (for the purpose of evaluating the event and optimizing future events) and/or for invitations to future events;

(vi) as the case may be (if so, provided in the terms applicable to the event), to ensure reimbursement of certain (e.g. travel) expenses;
(vii) if applicable, to ensure creation of an account of a platform used for the organisation of the event;
(viii) to conduct surveys about the event and produce statistics;
(ix) to enable the analysis of the participation indicators to better manage the events in the future;
(x) to defend the Agency from possible liability claims that may arise in connection with Your participation in the event.
(xi) To collect and process CCTV and security data to ensure that only authorised persons enter the event premises and take necessary actions to protect the legitimate interests of the Agency and of the participants, including You.

Any CCTV and security data are collected and processed to ensure that only authorised persons enter the event premises and to protect the legitimate interests of ESA, of the participants, including You.

4.2 IF YOU ARE A SPEAKER AT AN EVENT

Your personal data is collected and further processed for all the purposes mentioned in 4.1 above, which more particularly may include:

(i) to facilitate Your registration and attendance at the speaking engagement, to communicate with you regarding event logistics, scheduling and any updates related to Your speaking engagement;
(ii) to transcribe the content of Your participation into a different format, for example, such as transcribing audio to text;
(iii) to communicate with potential participants
(iv) to publish information and content from the event on ESA websites including newsletters and social media channels;
(v) to defend ESA's rights and interests, including to defend ESA from possible liability claims that may arise.

4.3 IF YOU SUBSCRIBE TO ESA NEWSLETTER(S) OR OTHERWISE EXPRESS YOUR INTEREST IN RECEIVING INFORMATION RELATED TO ESA ACTIVITIES AND PROGRAMMES

Your personal data are collected and processed for the following purposes:

(i) to provide you with information about ESA activities, programmes, events, via newsletters and updates;
(ii) to collect feedback to help ESA monitor and improve future newsletters;
(iii) to defend ESA from possible liability claims that may arise in connection with Your use of the information received;
(iv) to respond to requests related to ESA activities, programmes and, space-related matters, initiatives and activities;
(v) to defend ESA's rights and interests, including to defend ESA from possible liability claims that may arise.

4.4 IF YOU USE SOCIAL MEDIA OR INTERACT WITH AN ESA ACCOUNT ON SOCIAL MEDIA

Your personal data are collected and further processed to inform and raise awareness with the broad public in particular in ESA Member States and performs qualitative media monitoring, including monitoring and analysis of website use, traffic and interactions. These are public service tasks related to ESA's mission under the ESA Convention.

The processing of your social media personal data follows Your voluntary registration and use of social media (including forums, blogs, related APIs) and Your voluntary acceptance of their applicable terms and conditions and privacy policies, over which ESA has no control. The use of social media by ESA does not entail endorsement by ESA of the related terms and conditions or of social media privacy policies.

Your social media personal data - collected and processed either directly by ESA or by third-party companies, for ESA or for the social media platforms - is used by or for ESA for the communication activities, such as coordinating social media presence, for sending e-mails and invitations (this entails the management of contact

lists for correspondence), for statistical and analytical purposes and, generally, for the promotion of ESA's communication campaigns and related activities and programmes.

In particular, Your personal data are collected and further processed for the following purposes:

(i) to raise awareness or conduct surveys on topics related to space activities, programmes, initiatives and to ESA mission, programmes, activities or initiatives;
(ii) to deal with your current and future queries or requests formulated on such social media, platforms, account(s) or to otherwise engage with you;
(iii) to ensure audience measurement;
(iv) to gather statistics with a view to improving our communications and to enhance user experience;
(v) to analyse and monitor Your interactions with other users, in relation to space activities, programmes, initiatives and to ESA mission, programmes and activities;
(vi) to analyse and monitor Your reactions to ESA activities, programmes and initiatives as well as to various posts, statements or declarations made in connection with space activities, programmes, initiatives in particular to optimise ESA communication and engagement on social media;
(vii) to make the decision about involving You in ESA promotional activities after evaluating your public profile, your behaviour on social media and your potential interest;
(viii) to identify and collaborate with influencers who may engage in ESA communication activities or otherwise promote ESA activities, programmes or initiatives;
(ix) to delete comments that seem to us as not relevant to the topic or account, offensive, abusive, etc.
(x) to defend ESA's rights and interests, including to defend ESA from possible liability claims that may arise.

4.8 IF YOU FORMULATE A REQUEST OR A COMPLAINT IN THE EXERCISE OF YOUR RIGHTS

In particular, Your personal data are collected and further processed for the following purposes:

(i) to handle and respond to any questions or complaints you submit to ESA;
(ii) to handle and respond to any request relating to your rights;
(iii) to protect, enforce and/or defend ESA in connection with Your request, question or complaint.

4.9. IF YOU INTERACT WITH ESA ON ESA PROGRAMMES, ACTIVITIES OR INITIATIVES otherwise than as mentioned in Section 4.5 above

Your personal data are collected and further processed for the following purposes:

(i) to perform public service tasks related to ESA's mission under the ESA Convention;
(ii) to facilitate your participation in opportunities (call for ideas, call for proposals), face-to-face events and online Events such as workshop, conferences, webinars;
(iii) to manage your relationship with ESA as well as your requests and applications in relation to the ESA programmes, activities and initiatives, and
(iv) to facilitate interactions with relevant entities and pursue or exchange on the resulting opportunities;
(v) to conduct actions whose purpose is to know, predict and – as applicable – stimulate Your interest in ESA programmes, activities and initiatives;
(vi) to deliver information and reports to delegations of ESA Member States or of the states participating to ESA programmes, as required under the applicable legal framework;
(vii) to defend ESA's rights and interests, including to defend ESA from possible liability claims that may arise.

4.10 IF YOU USE ESA INFORMATION AND COMMUNICATION TECHNOLOGY (IT) INFRASTRUCTURE, TOOLS, AND SERVICES (OPERATED BY ESA OR ON BEHALF OF ESA)

Your personal data may be collected and further processed for the purposes of enabling the Agency to comply with its obligations under the ESA Personal Data Protection Framework, in particular:

i. to provide optimised data flow between target environments in an automated manner;
ii. to provide and as applicable to discontinue Your access to the IT infrastructure, tools and services operated by or on behalf of ESA;
iii. to provide access and proper performance of the service to end-users;
iv. to provide support services and to ensure the management and maintenance of the service;

v. to enable ESA to perform actions in connection with identity and access management, incident prevention, management or reporting;
vi. to ensure data subject rights management;
vii. to protect, enforce or defend the Agency's rights and interests in connection with any matter arising in relation to Your use;
viii. to defend the Agency from possible liability claims that may arise in connection with Your use;
ix. to ensure personal data quality and accuracy.

4.11 IF YOU INTERACT WITH ESA IN THE CONTEXT OF PROCUREMENT OR PROVISION OF SERVICES

Your personal data may be collected and further processed for the following purposes:
(i) to conduct and document all processes related to the procurement or provision of services;
(ii) to ensure the performance, management, monitoring of the work related to the procurement or provision of services, to conduct the related audits as well as to ensure the fulfilment of the obligations set out in the Agreements;
(iii) to manage the relationship of the Parties in relation to the related contracts or other relevant arrangements, notably for administrative, financial, audit or for communication purposes;
(iv) to comply with legal or regulatory obligations to which the Agency is subject;
(v) to comply with requirements under the related contracts or other contractual arrangements, in particular necessitating access to the relevant parties' premises, with the health, safety and security requirements, legal or regulatory obligations applicable to the respective Party in such matters.

4.12 IF YOU RECORD AN ESA MS365 TEAMS MEETING

Your personal data may be collected and further processed for the following purposes:
(i) to provide the meeting recording service and enable users to access, play, download, share, and delete the recordings;
(ii) to generate and display the transcript and captions of the meeting, if enabled, and allow users to edit and export them;
(iii) to improve the quality and performance of the meeting recording service and the Teams platform;
(iv) to comply with legal and regulatory obligations and requests;
(v) to protect the rights and interests of Microsoft and its customers;
(vi) to provide You access to the IT infrastructure, tools and services operated by or on behalf of ESA.

NOTA BENE: If Your personal data processing is subject to one of the situations above, other sections may be relevant to You. You are thus invited to take knowledge of information provided under all the sections that are relevant to your case. In the description of the purpose, we made the choice to avoid duplication.

(5) **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. Other ESA Rules and Regulations may serve as legal basis, as they may be indicated to You in additional notices, as appropriate.

What are the legal basis for processing Your personal data?

5.1 General basis for processing under ESA PDP Policy

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

a. for the performance of an activity carried out by ESA 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 ESA and the European Space ESA 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 ESA's management and functioning, Dispute Resolution Procedure, and or Investigation Procedures; or

b. for compliance with a legal obligation to which ESA is subject; or
c. for tasks in the frame of ESA's cooperation with the competent authority of Member States, in order to facilitate the proper administration of justice; or
d. for security; or
e. for the performance of a contract concluded by ESA within its purpose in relation with an activity carried out by ESA in the framework of, and in conformity with, the ESA Convention and the applicable rules and procedures;
f. for Your legitimate interest; or
g. for purposes covered by Your Consent, as it may be obtained from You as mentioned herein or under a separate document (e.g. Consent form).

5.3. Consent

When consent is the most appropriate lawful basis for processing, it will be requested from You and You can refuse to consent. Depending on the situation, Your consent may be given by various modalities (e.g. written form, verbally) and may in particular result from:

(i) filling in paper consent forms, responding to questionnaires,
(ii) oral statements or gestures (e.g. a nod of the head) that signifies agreement (e.g. for instance, expressed in a video or voice recording),
(iii) use of electronic means, such as mouse-click, swipe, keystroke,
(iv) use of a service-specific user interface (for example, via a website, an app, a log-on account, the interface of an IoT device or by e-mail), choosing certain settings in connection thereof,
(v) filling in electronic consent forms, using digital signatures, sending email(s), sending SMS, filling in web forms for newsletter subscriptions, filling in event registration forms, responding to surveys, filling in and submitting applications,
(vi) positive behaviour or action, based on the knowledge of the fact that such behaviour or action involves agreement, such as:
- You enter into an area covered by a privacy notice on video recording;
- You drop your business card in an area dedicated to collecting information for the purposes indicated in that area;
- You publicly express opinions, make statements, create posts, share declarations, aware of the fact that each of them may trigger responses in connection with the subject matter covered by such opinions, statements, posts, declarations;
-You send Your name and address to us to obtain information from us.

When you consented to specific processing, you may withdraw the consent or exercise your rights in line with Article 9 herein. Unless otherwise advised in a separate notice or by ESA DPO, you can withdraw consent by contacting DPO@esa.int

For example: In case you provided your consent to subscribe to an activity, we may process all the data on your interests to build a profile of the topics you are interested in. If you unsubscribe, we delete retrievable personal data relating to or collected in the context of the activity from our systems and services, including the profile(s) relating to you, where ESA is Controller.

If Your data was processed for several purposes, We will not process personal data for the purposes for which consent has been withdrawn.

(6) ***Under what circumstances may We transfer or provide access to Your personal data?***

At times, it is necessary for us to disclose Your personal data to authorised recipients (e.g., ESA staff members, advisors, contractors), under a "need to know" principle, to carry out the processing operations referred to in this notice. Typically, the third-party recipients include:

1/ service providers: We may engage various service providers such as:
- providers involved in with the organisation and management of communication activities,
- providers involved in the management of social media accounts,
- providers involved in communication activities, managing newsletters, managing statistics anmedia services,
- providers of cloud/data hosting services,
- providers of website related services,
- providers of support in the production of ESA audiovisual productions, like photographers, or video recorders,
- providers enabling Us to manage our contracting process,
- providers ensuring the security of our premises,
- providers enabling Us to provide You with working tools, etc.

2/ Partners of ESA, in relation to ESA activities and programmes and, generally, in relation to ESA mission as foreseen in ESA Convention; that includes licensees of ESA proprietary content or other participants to ESA communication activities;

3/ ESA governing bodies and authorities and their subordinate bodies, as required by the legal framework applicable to ESA.

It is important to note that these third-party recipients are generally situated in the European Union, the European Economic Area or in countries that offer an adequate level of protection equivalent to that offered within the European Union and the European Economic Area (e.g. Argentina, Canada, Japan, Switzerland, United-Kingdom).

When the third-party data recipients are located in a country or international organisation not offering an adequate level of protection (e.g., Australia, United States, etc.), we take necessary measures to safeguard Your data, in line with the conditions set forth in ESA PDP framework.

Additionally, we may utilise services provided by IT providers or integrate social media features into our platforms. In such instances, these IT providers or social media platforms may provide links to their respective websites, where they conduct their own data processing activities. It is entirely at Your discretion whether You choose to access and utilise these social media features, depending on the terms and conditions applicable to each platform. If You prefer not to engage with social media or accept their terms and conditions, You have the option to refrain registering as a user on these platforms. Your decision regarding social media usage is within Your control.

In case of transfer of personal data to the United States or other countries not offering an adequate level of protection, the transfer may expose You to certain risks, particularly the risk of profiling, the risk that the applicable legal framework may allow further processing of the personal data and that any given consent may not be withdrawn.

In exceptional cases, such as in the event of a criminal offense evidenced by the collection or processing of data, we may share the said data with the appropriate authorities or bodies, including those having an investigative role or those involved in the concerned legal proceedings.

(7) *How long do We retain Your personal data for?*

Your data is stored for the shortest time possible, considering the reasons why we need to process Your data, as well as all legal obligations applicable to ESA. The ESA established time limits to erase or review the data stored. Retention periods applied by the ESA are proportionate to the purposes for which they were collected. Thus, the ESA will keep Your personal data for as long as necessary for the fulfilment of those purposes and shall be deleted afterwards. 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 in place (e.g. anonymisation, encryption, etc.).

(8) ***How do We protect and safeguard Your personal data?***

All processing operations are carried out pursuant to ESA Rules and Regulations, including the ESA PDP Framework and ESA Security Regulations. In particular, the Agency collects and processes personal data under conditions protecting confidentiality, integrity and security of personal data.

To protect Your personal data, ESA has implemented several technical and organisational measures against the risks of loss, unauthorised access, destruction, use, modification or disclosure of personal data, particularly 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.

(9) ***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; unless you have access to such data via an account, You may send us Your request by email to dpo@esa.int ;
- the right to have Your personal data erased, rectified, completed; if You want to review and correct the personal information, You can either do it yourself, in case You have access to such data via an account, or You may send us Your request by email to dpo@esa.int ;
- 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 ESA, You may send notify us thereof by email to dpo@esa.int.

Once a request to erase data is received, we will ensure that the data are deleted unless it can be processed on another legal ground, as mentioned in Article 5.1 above. If Your data was processed for several purposes, We do not process personal data for the part of the processing for which consent has been withdrawn.

For instance:

- Your personal data may continue to be processed for the performance of a legal obligation of ESA or where such data is necessary for the establishment, exercise, or defence of legal claims;
- If there are multiple processing concerning You, based on consent, You have to expressly indicate which consent you wish to withdraw.

When the processing of Your personal data are based on Your consent and unless a specific case applies (e.g. see Article 6 above), 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
You may be asked additional information to confirm your identity and/or to assist ESA to locate the data You are seeking.

(10) ***ESA Contractors***

ESA may enter into contracts with various contractors who, with regard to Your Personal Data and depending on the contract concluded with ESA, may act either as a separate Data Controller or as a Data Processor.

- To the extent such contractor act as a separate Data Controller, the separate privacy notice of the contractor will apply for the purposes of collection and processing decided by the contractor.
- To the extent such contractor act as a Data Processor, this privacy notice applies for the purposes of collection and processing decided by ESA.

CONSENT FORM FOR OPS-S EUROPE-WIDE TSO SPACE WEATHER EXERCISE

Your consent

The processing of personal data is described in this privacy notice. Where consent is required, You may provide your consent by accepting this privacy notice (selecting the 'I accept' checkbox) prior to submitting the registration form.

By registering, I accept and consent to:

- ☐ the processing of my Personal Data for participation in this event;
- ☐ the use of my contact details by ESA and AEE to invite me to future workshops, for conference follow-up activities, surveys and newsletters on conference related topics;
- ☐ the disclosure of my contact details to the conference participants.