



## SCI Conference Privacy Notice

### SCIENCE WORKING TEAM MEETING #4, DPNR #1802

Prepared by	SCI PDP Team SCI-SAT
Document Type	REC - Record
Reference	DPNR ID#1802 – SCI-S Conferences
Issue/Revision	1 . 0
Date of Issue	01/02/2024
Status	Issued



## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>1. General Information</b> .....	<b>4</b>
1.1. <i>Who is the Data Controller?</i> .....	4
1.2. <i>What are the contact details of ESA Data Protection Officer?</i> .....	4
1.3. <i>What type of personal data about you is collected and further processed?</i> .....	4
1.4. <i>How is your personal data collected or processed?</i> .....	5
1.5. <i>Why is your personal data collected and processed?</i> .....	5
1.6. <i>To whom might we disclose your personal data?</i> .....	6
<b>2. Your Personal Data</b> .....	<b>6</b>
2.1. <i>How long do we retain your personal data for?</i> .....	6
2.2. <i>How can you erase, rectify, complete or amend your personal data?</i> .....	6
<b>3. In Case of a Data Protection Incident</b> .....	<b>7</b>
<b>4. Your Consent</b> .....	<b>7</b>

## 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 is also enabling ESA to obtain your consent relating to the collection and further processing of your personal data, under ESA PDP Framework. This privacy notice was last updated on: 01/02/2024



## 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 ESA. Thus, the Data Controller is ESA.

### 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:

- Name
- Employing organisation
- Business email address
- Other information that you provide in addition to what has been asked, which may directly or indirectly identify you:

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, 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 is already known by ESA as expert contact information via our joint legitimate interest. This privacy notice is to request consent to process your data for a new purpose.

Your personal data may be further processed via:

- ESA IT systems process:
  - your email
  - your name
  - your employing/affiliated organisation
- Account creation in XMM abstract assessment tool processes:
  - your email
  - your name
- publication on ESA Web platforms (Optional – specific consent requested) processes:
  - your name
  - your employing/affiliated organisation

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

Your personal data are collected and further processed so as:

1. *to manage your relationship with the Agency*
2. *to enable your participation in abstract assessment process*
3. *to send you notifications in connection with the event you are participating in*
4. *to highlight and promote the event you are participating in, in the future on any media including ESA Web platforms (Optional – Specific consent requested)*
5. *to preserve the scientific knowledge and discussion presented at the event as well as to create a permanent historical record.*
6. *to communicate your personal data to third-party contractors and/or partners involved in the organisation of the event you are participating in when the event organisation requires it*

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 third-party 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:
COSMOS and XMM Newton system and web application administrators providing IT services for the organization of the event	The Netherlands and Spain.
*The public Internet community as potential viewers of the details published on the Internet facing Science web pages.	Globally

\*With your consent, the Agency may publish your name and affiliation in the SOC members list on the event website.

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.

## 2. YOUR PERSONAL DATA

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

The Agency may keep your personal data for as long as necessary for the fulfilment of the above-mentioned purposes. Your Personal Data shall be deleted thereafter. Personal data published on Agency websites as part of scientific and historical record will remain in place for as long as the Agency provides scientific and historical records.

Record of your consent to required and optional processing will be held for two years after the close of the event.

### 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 it may not be possible to further the process of you assessing any abstracts that have been submitted, if the assessment process is ongoing. You may also not be listed as a member of the Science Organising Committee on the relevant web pages.

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), copy to the event organiser.

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:

- by contacting the conference organiser or Local Organising Committee directly.
- by contacting the sending an email to the specific event email address provided on the event website.

### 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 and confirming your agreement by email with the return of this 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) or the event organiser.

If you choose not to provide or to withdraw your relevant consent before the current event is held, you understand that your ability to participate in the event may be affected.



If you choose to withdraw relevant consent after the event, you understand and agree that scientific and historical record of your participation in this event may be removed from ESA records.

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 agree to the general processing of my personal data for the essential purposes (non-optional as part of the process) detailed in this privacy notice.

I accept.

I disagree.

- I agree to the processing of my personal data for the optional purpose of promoting the event by publishing my name as a member of the Science Organising Committee on the event website, making my data available to anyone in the world.

I accept.

I disagree.