

# PRIVACY NOTICE AND CONSENT FORM FOR: ESA's Holland Area Exoplanet Science Meeting (HAESM) 2024

[For Internal Reference - DPNR Reference Number #2220]

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: 31 January 2024

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## 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 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.

This privacy notice informs you how ESA obtains your consent when consent is required.

**Description and the Purpose for this Processing of your Personal Data:** *What is this processing about?*

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.

The processing detailed in this privacy notice is concerned with your participation in an ESA Science conference event. It covers the use of data for all participants:

- Organising committee members
- Abstract submitters
- Authors and co-authors
- Presenters and invited speakers
- Attendees

The specific processing of your personal data during your participation in an event will depend on your role in the conference event.

The personal data captured is provided directly by you, submitted by a co-author with your consent or captured at the event in the form of photography and audio/video. Initial consent to the processing as described in this privacy notice is mandatory and thus must be accepted as requirement of attendance to the event.

Your data may be processed for the purposes of:

1. managing your relationship with the Agency.
2. enabling your participation in the event by communicating your personal data to relevant ESA personnel, third-party contractors and/or partners involved in the organisation of the event, as the event organisation requires it.
3. communicating with you about the event details.
4. supporting the assessment of the scientific value of submitted abstracts, where applicable.
5. promoting and presenting the event that you are participating in via ESA and external web platforms (such as YouTube) by livestreaming.
6. advertising similar events to you in the future on via email.
7. preservation and promotion of the knowledge presented, discussion and participation at the event for scientific and historical purposes, via the publishing of event attendance records, video and photographs on ESA Web platforms and on external platforms such as YouTube.
8. statistical analysis (of anonymised data).

**The general purpose of this processing is to manage your participation to, and promotion of, current and future Science conferences as well as to create scientific and historical records of the events.**

**Legal Bases:** *What is the legal basis for processing the personal data?*

**Specific Legal Bases for this processing are:**

- The processing carried out in the operation of Science Conference is done so with the Consent of the Data Subject. See section ESA PDP 5.2.1 i. (g) of the ESA Framework policy on personal data protection.

- Disclosure outside of The Agency to countries not offering an Adequate Level of Protection (for personal data) is permitted on the grounds of Public Interest in compliance with section 5.3.2 iii. (d) and on the grounds of Legitimate Interest in compliance with section 5.2.1 i. (f).

**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	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
<b>European Space Agency (ESA) Controller</b>	Name, Organisation, affiliation, Email address, Photos, audio and video, logistical information.	<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 ESA Science conference events.</p> <p>The processing consists of all administrative and logistical tasks that are required to facilitate your participation in a Science conference within the scope of your involvement, as well as the responsibility for audio/video streaming and creation of records.</p> <p>ESA may anonymise your data and used it for statistical analysis.</p> <p>Check with event-specific for information on the event website to see whether the conference is being recorded and/or livestreamed for publishing on ESA websites.</p> <p>This processing is carried out with your consent.</p>
<b>ESA DPO Controller</b>	All Personal Information required to accomplish the DPO's duties as defined in the ESA PDP	<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>This processing is carried out as being in your legitimate interest.</p>
<b>Google LLC Controller</b>	Livestreamed and/or recorded video with sound	<p>The event may be livestreamed to YouTube and or published on YouTube afterwards for scientific and historical record.</p> <p>Check with event-specific for information on the event website to see whether the conference is being recorded and/or livestreamed for publishing.</p> <p>Consult <a href="https://policies.google.com/privacy">https://policies.google.com/privacy</a> for Google privacy information.</p> <p>This processing is carried out with your consent and in the public interest</p>

Processing Entity	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
<b>ATPI (ESA Conference Bureau)</b>  <b><u>Processor</u></b>	Name, Organisation/affiliation, Email address	<p>The ESA Conference Bureau may process your personal data for event registration and logistics purposes. The ATPI privacy notice can be found at <a href="https://www.atpi.com/en/about/data-protection-policy/">https://www.atpi.com/en/about/data-protection-policy/</a>.</p> <p>This processing is carried out with your consent.</p>
<b>Abstract submitter</b>  <b><u>Controller</u></b>	Names, email addresses, affiliations of co-authors	<p>The abstract submitter acts as a separate controller for the personal data of the abstract author and any co-authors. It is the responsibility of the abstract submitter to issue this privacy notice to the authors and to obtain their consent to it before submitting an abstract that contains personal data.</p> <p>Gathering the consent from data subjects outside of the abstract submitter is not under the control of ESA.</p> <p>This processing of the submitted data is carried out with your consent.</p>
<b>CISCO (WebEx)</b>  <b><u>Processor</u></b>	Audio/Visual data, names, email addresses	<p>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. The Webex privacy notice is made available to you when you use the tool.</p> <p>This processing is carried out with your consent.</p>
<b>Microsoft (Teams)</b>  <b><u>Processor</u></b>	Audio/Visual data, names, email addresses	<p>Your personal data may be processed during livestreaming/recording of the event for the purpose of availability and publishing after the event.</p> <p>This processing is carried out with your consent.</p>
<b>Let's Get Digital</b>  <b><u>Processor</u></b>	Audio/Visual data, names, email addresses	<p>Your personal data may be processed during livestreaming/recording of the event for the purpose of availability and publishing after the event. It may also be used for the purpose of managing the event as described in this privacy notice.</p> <p>This processing is carried out with your consent.</p>
<b>Science Organisation Committee</b>  <b><u>Controllers</u></b>	names, email addresses	<p>Your data may be processed as part of the abstract assessment phase of a conference. Your data may be sent to experts in the specific scientific field, whom may be based in countries that are not recognised by the European Commission as demonstrating an adequate level of protection for personal data. Assessment of submitted abstracts are made in conjunction with submitted personal data.</p> <p>This processing may only occur with your consent coupled with being in your legitimate interest.</p>

**Contact Details per involved entity:**

Entity	Contact Details	
<b>European Space Agency (ESA), all processors, abstract submitters and Science Organising Committee</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>The ESA DPO is also the first point of contact for any issues relating to MS Teams and Cisco Webex under the context they are used for the process related to this privacy notice.</p>	
<b>Google LLC</b>	<p>Address:                      Google LLC                      Attn: Data Protection                      1600 Amphitheatre Pkwy                      Mountain View                      CA 94043                      United States of America</p>	<p>Phone: +1 650 253 0000                      Fax: +1 650 618 1806                      Email: <a href="mailto:data-access-requests@google.com">data-access-requests@google.com</a>                      Website: <a href="https://www.google.com/">https://www.google.com/</a></p>

**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
Science Organisation Committee	Global	<p>As the data is limited to name, address and affiliation, no specific safeguards need to be applied. This information is seen as public for the Scientific community.</p> <p>Specific consent is gathered for this transfer, which is a mandatory requirement of participating in a Science conference event. The assessment of the data, in the context of submission for inclusion in an ESA Science conference, is need as being in the legitimate interest of the data subject.</p>
Google LLC/YouTube	Global	<p>The event may feature a live video stream to YouTube, which is based in the United States of America and is under US Data Protection legislation. US data Protection does not provide the same level of protection as within the EU/EEA. Furthermore, be aware that the live stream of the event is unmoderated and will be accessible worldwide, and as such could be recorded and stored by a broad range of individuals for differing goals and purposes.</p> <p>It is highly recommended that you consult the Google privacy information to understand the scope of the processing of personal data published via YouTube as, after the data is delivered to Google LLC, they will become a controller of your data and may use it as described in their privacy notice. Consult <a href="https://policies.google.com/privacy">https://policies.google.com/privacy</a> for Google privacy information.</p>

Global web audience	Global	Please note that, personal data or information disclosed online, it may be used by third parties for their own purposes, within their platforms and or shared, and at times without informing ESA and it may not be possible for ESA to ensure removal of your data from the Internet.
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Where relevant, we may disclose your personal data to recipients (e.g. ESA staff members, advisors, contractors), under a “need to know” principle, for carrying out the processing operations referred to in this notice. They are generally located 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 will not proceed to the transfer of your data unless you consented to it or unless the conditions set forth in ESA PDP framework (see Article 5.3 of ESA PDP Policy) are fulfilled. As appropriate, we take adequate safeguards (e.g. via appropriate contractual clauses) in order to obtain from third-party recipients a level of protection equivalent to that offered within the European Union and the European Economic Area.

In case of transfer of personal data to the United States or other countries not offering an adequate level of protection, transfer may expose you to certain risks, in particular 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.

You may be provided with information regarding the privacy notices of separate controllers of personal data either herein or elsewhere in our communications to you.

In exceptional cases, for instance in case of a criminal offence evidenced by the collection or processing of data, we may share the said data with the appropriate authorities or bodies, including the ones having an investigative role or the ones involved in the concerned legal proceedings.

**For disclosures to territories not having an Adequate Level of Protection or International Organisations:** based on participants’ consent and as derogation under PDP5.3.2 of the ESA PDP, recordings of voice and image collected via the livestreaming or recording are transferred to YouTube/Google for further processing to allow for knowledge retention as scientific or historical record. A possible risk might be that the different applicable data protection rules might not afford the same level of protection to personal data processed. Google LLC/YouTube, as a separate data controller, may use your data for any purpose as detailed in their privacy information.

**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
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<p>European Space Agency and internal contracted services</p>	<p>Published audio/visual and contact data:</p> <ul style="list-style-type: none"> <li>Kept and published indefinitely for Scientific and historical record.</li> </ul> <p>Consent records</p> <ul style="list-style-type: none"> <li>5 years after collection, then deletion.</li> </ul> <p>Unpublished registration data:</p> <ul style="list-style-type: none"> <li>3 months after the end of the activity, then deletion.</li> </ul> <p>Unpublished audio/visual data:</p> <ul style="list-style-type: none"> <li>3 months after the end of the activity, then deletion.</li> </ul> <p>Logistical data:</p> <ul style="list-style-type: none"> <li>3 months after the end of the activity, then deletion.</li> </ul> <p>Email correspondence:</p> <ul style="list-style-type: none"> <li>Up to 5 years after receipt of the mail, then deletion.</li> </ul> <p>Email addresses added to event mailing lists:</p> <ul style="list-style-type: none"> <li>2 years after unsubscribing.</li> </ul>
<p>ATPI, if used for event management</p>	<p>Registration and logistical data</p> <ul style="list-style-type: none"> <li>3 months after the end of the event, in which time the data is handed over to ESA and deleted from ATPI systems</li> </ul>
<p>Let's Get Digital, if used for event management</p>	<p>Registration, logistical and audio/visual data</p> <ul style="list-style-type: none"> <li>3 months after the event, then deleted in which time the data is handed over to ESA and deleted from Let's Get Digital systems</li> </ul>
<p>Google LLC/YouTube</p>	<p>Consult the Google privacy information found at <a href="https://policies.google.com/privacy">https://policies.google.com/privacy</a> for retention periods</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, including Processors, to conduct any web analytics, profiling or any other processing on ESA's behalf, other than for 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 other platforms) 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.

ESA may use third party IT Providers or social media for information purposes or to promote an activity (meeting, event, recruitment campaign, etc.). ESA websites may provide links to social media and videos may be made available on ESA social media pages. It is up to you to decide whether you wish, or not, to have access and use those IT tools and social media, in consideration of the fact that they are governed by terms and conditions, including privacy notices, that are not under ESA control and that they may send data in territories that do not provide an equivalent protection. If you do not want your data to be processed by such IT tools or social media, you may decide not to register as user or otherwise accept the applicable third-party terms and conditions. Non-essential cookies may be used to process your Personal Data. You may decline such cookies and/or configure your browser privacy and security settings to manage cookies.

Where you have consented to the processing of images/video recordings taken during the event, upon registering to the event, ESA may process these for promotion and archiving purposes and share them on their social media accounts and platforms (e.g., ESA Twitter, ESA LinkedIn, ESA public websites, YouTube).

### **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.

Please contact the ESA DPO by email at [dpo@esa.int](mailto:dpo@esa.int) or by post at: ESA Headquarters, Data Protection Officer, 8-10 RUE MARIO NIKIS; CS 45741; 75738 PARIS CEDEX 15; FRANCE, if you have a request.



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.

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.

**Unsubscribe:** If you wish to unsubscribe from the conference event mailing list, you can do so by following the Unsubscribe link or instructions within the received email.

**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.

**Consent:**

Consent means any freely given, specific, informed and unambiguous permission expressed by a Data Subject relating to the Processing of his/her Personal Data.

Depending on the situation, we may consider that your consent is given by various modalities and may result from affirmative motions (e.g., swiping on a screen), browser settings, written statements, filling an electronic online form, sending an email, uploading a scanned document with their signature, using an electronic signature and other modalities that may appear in the future.

**Your Consent for personal data processing is required for participation in ESA's Holland Area Exoplanet Science Meeting (HAESM) 2024 (DPNR #2220)**

*Your consent is required.*

*By ticking the webform checkbox (online version) to agree to the event privacy notice or by confirming by email (email version) that you agree to the event privacy notice, 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 described in this ESA Privacy Notice and Consent form as follows:*

- a. You consent to the general processing of personal data as described in this privacy notice, including the processing of your data by ESA partners for the purpose of organising and running the event.
- b. You consent to the publishing of names & organisations on the event website.
- c. You consent to photography and livestreaming of audio and video where the participants may be recognisable and your data may be sent outside of the EU to countries not recognised by the European Commission as providing an adequate level of protection for personal data.
- d. If applicable, you consent to recording and publishing of audio and video as historical and scientific record on ESA web platforms or YouTube.
- e. You consent to be added to a "Future related events" mailing list.
- f. If applicable, you consent for the transfer of personal data outside of the EU as part of the abstract assessment process, where the assessors may reside of countries that do not demonstrate an adequate level of protection for personal data.

Additionally:

- g. You acknowledge that by consenting to the privacy notice that you, the submitter, has provided any co-authors with the privacy notice and obtained their consent to the processing described within it.
- h. You acknowledge that by consenting to the privacy notice that you are aware of your right to revoke your consent at any time by contacting either the conference event organiser or the ESA DPO directly under [DPO@esa.int](mailto:DPO@esa.int) and of your other rights as stated in this Privacy Notice provided to you in connection with this Consent Declaration.

*How and when can you withdraw your consent?*

*You will be able to withdraw all or part of your consent by contacting the event organiser or the ESA Data Protection Officer at [dpo@esa.int](mailto:dpo@esa.int).*

*To unsubscribing from the mailing list, your first step is to follow the instruction within any received email. You may also contact the event organiser to the ESA Data Protection officer.*