

Privacy Notice for recordings of ESA meetings posted on YouTube

(1) Who is the Data Controller?

Your personal data are collected and further processed as shown below upon the decision taken by ESA as the Data Controller. ESA is subject to the Protection of Personal Data Framework, available at: http://www.esa.int/About_Us/Law_at_ESA/Highlights_of_ESA_rules_and_regulations

Your personal data may also be processed upon an independent decision of Google/YouTube and/or their sub-contractor/s world-wide. For content posted on YouTube, Google is the data controller for the processing of personal data via Google as listed in the specific YouTube privacy notice which can be found at <https://policies.google.com/privacy>

You may opt out of the recording or posting on Google/YouTube which act under their sole own responsibility.

(2) What are the contact details of the ESA Data Protection Officer?

According to the 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. Concerning the collection or processing of your Personal Data on Google/YouTube: please refer to the separate privacy notices released by these companies.

(3) What kind of personal data about you are collected and further processed?

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

- Name
- Physical image
- Voice

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).



(4) How are your personal data collected or further processed?

Your personal data may be collected by various means, including via:

- ESA WebEx
- The recording of the meeting will be posted as an unlisted video on the ESA YouTube channel. It will only be visible via a direct link i.e. it will not be visible in search results. The link will be made available via a public ESA website.

(5) Why are your personal data collected and further processed?

- Your personal data are collected and further processed for the purpose of:
 - informing the European community of the ESA involvement in the Roman Space Telescope mission and of the upcoming opportunities for participation;
 - identifying European parties who are interested in the opportunities and assessing the level and areas of interest;
 - providing an initial means for interested European parties to identify each other and discuss plans; and,
 - providing an initial means for interested European parties to identify potential US investigators and discuss plans

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.

(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 service provider:	Servers and sub-processors of the recipient are located in:
ESA WebEx	Amsterdam, Netherlands
YouTube/Google	Governed by the Google privacy agreement which can be found at https://policies.google.com/privacy

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.

(7) 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 data will be reappraised every two years to check if it is still needed for the original purpose for which it was collected. Your Personal Data shall be deleted when it is no longer necessary.

(8) 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, and to the extent that it is inaccurate or incomplete, having regard to the purposes for which they are collected and processed, or if they are processed in violation with the principles referred in ESA PDP Framework.

If you choose to make a request for the erasure of personal data, you understand and agree that your individual contribution to the Roman Information Sessions might not be accurately captured. Due to the nature of your data being part of a video and audio recording, it may not be possible to erase your data without unreasonable effort. An assessment will be made on a case by case basis.

The above-mentioned request should be submitted to the ESA Data Protection Office (DPO), as the first point of contact, by sending an email to: dpo@esa.int

Copy to: ESA Roman Liaison Scientist (roman-information-session@cosmos.esa.int)

(9) What could you do in case of a data protection incident?

In case of a data protection incident, you should contact the ESA DPO, as the 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 the 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.