



## ***PRIVACY NOTICE AND CONSENT FORM – Announcement of Opportunity***

### ***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 the 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 the 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 also enables ESA to obtain your consent relating to the collection and further processing of your personal data, under the ESA PDP Framework.



**(1) Who is the Data Controller?**

Your personal data are collected and further processed as shown below upon the decision taken alone by ESA. The Data Controller is ESA for the Announcement of Opportunity. For the evaluation of proposals external experts act as separate Data Controllers.

**(2) What are the contact details of 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](mailto:DPO@esa.int). Separate Data Controllers may be reached via [AO-support@esa.int](mailto:AO-support@esa.int).

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

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

- Name
- Affiliation
- Title
- Position
- Institute
- Address
- Country
- telephone number
- e-mail address
- Curriculum Vitae contents
- ORCHID ID if applicable
- Other information that you provide and 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, 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 are being/have been supplied by you via the web form that referenced this privacy notice.



Proposals and CVs are sent to external experts for assessment. These experts act as separate Data Controllers under the legislation applicable to them. ESA has signed a Non-Disclosure Understanding with them obliging them to secure the data and to retain it only as long as required for the purpose of the evaluation.

By accepting this privacy notice when you submit your data you are granting consent to the processing of your personal data.

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

Your personal data are collected and further processed:

- *to enable your participation in an Announcement of Opportunity;*
- *to engage in correspondence with you related to an Announcement of Opportunity;*
- *to facilitate the assessment of a proposal for an Announcement of Opportunity;*
- *to announce the successful candidate on ESA web platforms;*
- *for statistical analysis.*

The information is used for associating you to the proposal submitted via this website.

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...	Servers and sub-processors of the recipient are located in:
<i>Website and site administrators</i>	<i>ESA establishments in Europe</i>
<i>Proposal coordinator</i>	<i>ESA establishments in Europe</i>
<i>ESA internal experts</i>	<i>ESA establishments in Europe</i>
<i>External experts</i>	<i>EEA/EU (Territories demonstrating Adequate Level of Protection)</i>



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 in an active environment for the period of the evaluation of the Announcement of Opportunity. At a period of up to one year after the assessment, your personal data shall be archived, as part of the submitted proposal, in an ESA archive for the purpose of maintaining intellectual property rights, authorship, and historical reasons thereafter. CVs of unsuccessful candidates will be removed before archiving of their proposal.

The name of the submitter of a successful proposal may be published on an ESA website and will remain there for the duration of the Science Programme on the grounds of public interest and transparency.

**(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 ESA cannot process your submission to the Announcement of Opportunity.

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)

You may also withdraw your consent for ESA to process your personal data and be allowed access to your personal data and have the possibility to erase, rectify, complete, or amend it by contacting the submission coordinator at: [AO-support@esa.int](mailto:AO-support@esa.int)

**(9) *What could you do 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 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.