

SCI EVENT RECORDING NOTIFICATION

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APPROVAL

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CHANGE LOG

Reason for change	Issue Nr	Revision Number	Date

CHANGE RECORD

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DISTRIBUTION

Name/Organisational Unit

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1. INTRODUCTION

As part of the Science conferences procedure, the following text should be included in “invitation to attend” communication, sent to the event attendees. The highlighted text should be adapted as needed. The text can be placed into an email attachment names “Notice of event recording”.

This text provides an “opt out” option for attendees who do not wish to have their personal data recorded at events.

Note that it is not possible for presenters to opt-out of recording as reserving the information for scientific and historical purposes is one of the key purposes of the event.

2. NOTIFICATION TEXT

Please note that we intend to record the meeting “Panchromatic view of the life-cycle of AGN”, scheduled to take place on 14.-16.9.2022, via online meeting tools. By participating in the meeting, participants acknowledge and accept the recording (including photography, audio and video recording) to take place and that their personal data (e.g. image, name, voice, etc.) will be collected by, or for, ESA :

- in accordance with ESA Personal Data Protection Framework, available on the ESA website at the URL http://www.esa.int/About_Us/Law_at_ESA/Highlights_of_ESA_rules_and_regulations ; and
- to enable ESA to contribute to a better and more coordinated space technology research and development activities among all European actors, to create scientific and historical records and, generally, in connection with the fulfilment of ESA purpose.

For these purposes, all or part of the recordings may be disclosed to ESA contractors involved in the organisation of the event or generally providing services to ESA. Also, such recordings may be disclosed to the other participants attending the meeting and may be made available for public viewing on ESA Websites. See the privacy notice for the specific event for further details.

Online attendees and physical and online question askers will be recorded. You have the option to attend the event without any personal data being recorded by not providing it during the meeting. If you wish to opt out from your personal data being recorded while attending online, ensure your camera is not enabled, your microphone is muted, and you do not display your name in the conferencing software. If you wish to ask questions, only do so in the provided chat/question box in the meeting or provide them in advance by email to the meeting organisers or their designated representative. If attending in person, do not ask questions directly. You may pass them to a conference organiser before the event or to an attendee who is willing to ask the question for you.

For further information that you are entitled to under the current ESA framework, please contact the DPO at: DPO@ESA.int