

PRIVACY NOTICE FOR:

Space2Connect 2023 Conference, Matera, Italy, 7th to 9th June 2023

DPNR Reference Number: 1565

This Privacy Notice was last updated in: 2023

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

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 THE PRIVACY NOTICE

This notice is intended to inform you about the processing of your personal data in the CIP-PTS Staff administration and import procedures process and contract 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 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.

Please be aware that all references to “Data” in this document if not otherwise stated relate to data by which an individual could be identified/ having an identifying character, broadly defined as Personal Data.

Context, Activity Description and the Purpose for this Processing of your Personal Data/Information:

When registering to the ESA portal, ESA will collect and keep your name, surname and email address. Where you have consented to share your photo or to be recorded and to the public publication of these on various media (social media, websites, etc.) this information will be processed.

The general Purpose of this Processing is to facilitate your registration at S2C23 event

DATA CONTROLLERS, DATA PROCESSORS and other RECIPIENTS of Personal Data and their contact details:

The following table provides you with an overview of the processing your personal data by ESA.

Responsibility	Name and contact details of the responsible	Description
Controller	<p>European Space Agency (ESA)</p> <p>Headquarters : 24 Rue du Général Bertrand, CS 30798, 75345 Paris Cedex 07, France.</p> <p>As a first point of contact you may contact ESA's DPO at DPO@esa.int at all times.</p> <p>You may also contact Claudia Fiorentino in charge for this Activity directly by sending email at Claudia.Anita.Maria.Fiorentino@esa.int</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 Space2Connect 23 Conference
ESA DPO	<p>Data Protection Officer:</p> <p>DPO@esa.int</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 the ESA's DPO in reply to your requests and to make the exercise of your rights under the ESA PDP possible.
ESA Data Processor	<p>ESA Conference Bureau</p> <p>ESA.Conference.Bureau@esa.int</p>	ESA Conference Bureau will manage the registration of all participants of the conference
ESA commissioned Data Processor	<p>https://eventsair.com/</p>	<p>EventsAir allows ATPI organising conferences (registrations, Agenda, promotion, etc...)</p> <p>https://eventsair.com/, subject to ESA contract</p>
<p>Separate Data Controller, Social media:</p> <p>Twitter</p> <p>LinkedIn</p>	<p>Twitter: https://twitter.com/en/privacy</p> <p>LinkedIn: https://linkedin.com/legal/privacy-policy</p>	Refer to the privacy notices of these separate Controllers

LEGAL BASIS: the Conference offers a limited number of seats available. ESA will apply the first come first serve approach

Individual Legal Basis for this processing:

- .
- 5.2.1 i. (d) PDP; Security
- 5.2.1 i. (g) PDP; A purpose covered by the Consent of the Data Subject. ii. in a not excessive manner, as necessary for the purposes for which the Personal Data were collected or for which they are further Processes

Third Party IT Tools, Including social media

Third party social media (Twitter “ESA Space Solution”; LinkedIn “Space2 Connect”, “ESA Space Solution”) will be used to inform you and to promote Space2Connect 2023 conference. Conference website (space2connect.esa.int) will provide links to social media and videos available on ESA Telecommunications and Partnership Projects social media pages. If you view a video or interact with the social media or other websites, social media or 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 prior to use regarding your data subject rights, further processing and to protect your personal data.

PERSONAL DATA RETENTION AND DELETION:

Your Personal Data is stored and processed based on the following timeframes:

PERSONAL DATA CATEGORIES	RETENTION
Professional Contact Information (name, surname, email addresses, photos and/or videos (if you have consented and public publishing of these)	Deletion 5 years after the end of the Project

DATA SUBJECT RIGHTS:

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.

If you would like to exercise any of those rights, please send a request explicitly specifying your query to the ESA DPO via e-mail at dpo@esa.int or addressed to the:

ESA Data Protection Officer
24 Rue du Général Bertrand
CS 30798, 75345 Paris Cedex 07
France

via postal service.

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.

We seek to respond without undue delay, and in any event within one month of receipt of the request. However, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. You will be informed of any such extension, together with the reasons for the delay.

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).

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.

PERSONAL DATA BREACH:

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 and provide all information available to you regarding the potential breach.

CONSENT for Space2Connect 2023 Conference

The processing of personal data described in this privacy notice is based on consent.

- I [*please provide your Name, Surname*, born, _____] have read and understood all the information provided to me with regard to the processing of my personal data for **Space2Connect 2023 Conference** and I hereby explicitly consent to the use of my personal data for the purpose of:
- Registration to the Conference
 - Recording/Photographing of the Conference (Speakers and Participants) and further public publication.

I am aware of my right to revoke my consent at any time by contacting either the Conference organiser Claudia Fiorentino under Claudia.Anita.Maria.Fiorentino@esa.int or the ESA DPO directly under DPO@esa.int.

I am also aware about my rights as stated in the Privacy Notice provided to me in connection with this Consent Declaration.

Signature and Date _____