



## ***PRIVACY NOTICE - INDUSTRY SPACE DAYS 2022***

### ***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 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 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 ESA PDP Framework.

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

Your personal data are collected and further processed as shown below upon the decision taken by ESA CIP-C.

Thus the Data Controller is ESA CIP-C.

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

According to 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)

For further information on the situations in which you may contact the ESA DPO, please refer to the questions 8 and 9 below.

**(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:

*For registration and selection purposes:*

- *Title, First name and Last name*
- *Entity Name*
- *Entity Address*
- *Country entity is based in*
- *Job Title/Function*
- *(Mobile) phone number*
- *Email address*
- *Passport (strictly necessary to gain access to the ESTEC site as requested by ESTEC under security policies)*

*For newsletter subscription and receiving information about future ESA events:*

- *First name*
- *Last name*
- *Email address*

*For IT-related information:*

- *Information in connection with someone’s use of the B2B platform such as information in server logs*

*For the B2B meeting process and platform:*

- *Participant name*
- *Job title*
- *Picture (optional)*
- *Link to Social Media profiles (optional)*

*For the purpose of taking images, photographs and/or recording videos during the event if you have consented.*

*For the purpose of a Survey*

- *to collect feedback about the event and the outcome for the participants*

You are required not to send to the Agency any sensitive information (including information that indicate, directly or indirectly, the personnel's ethnic origin, political opinions, adhesion to unions, parties etc., health situation, sexual orientation).

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

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

(a) the information you provided to us in:

- the registration and B2B platform
- the newsletter sign-up form if you have consented
- the future events sign-up form if you have consented
- surveys form if you have consented

(b) during the event:

- photography and video recordings if you have consented

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

Your personal data are collected and further processed:

- *to register for the event and to be granted access to ESTEC*
- *to send you notifications and information in connection with the event*
- *to select the individuals for the event*
- *to provide access to and enable your use of the registration and B2B platform*
- *the company data are collected to arrange the B2B meetings and to enable the matchmaking*
- *to enable the sending of text messages with information about B2B agenda changes*
- *Images/photographs/video recordings are taken at the event for promotional purposes and to provide a record of the event*



- to sign up for a newsletter to receive information about the event
- to sign up for receiving information about future events
- to conduct satisfaction surveys in the aftermath of the event
- IT-related data needed for the technical operation of the platform

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.

Photos, filming and audio recordings:

When attending the Industry Space Days you enter an area where photography, audio and video recording may occur and you agree that your personal data (image and video recordings) are collected by, or for, ESA in accordance with the current ESA framework on the protection of personal data and applicable ESA rules.

To respect our visitors wishes, we offer visitors the option to opt out of photographs and recording. Therefore, we provide participants with the possibility to ask for a lanyard in a different colour to be identified as a person who wishes to be excluded from photographs and recordings.

ESA will use external social media accounts (e.g. ESA Facebook, ESA Twitter, ESA LinkedIn) and communication platforms (e.g. ESA websites) to publish and/or distribute the content to the large audience in the public interest, in particular, related to science, space and similar matters promoting the work of the European space industry.

**(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 of the recipient are located in:
<i>Contractors involved in the operation, maintenance and hosting of the B2B platform (Proximum)</i>	<i>The EU</i> <a href="#">Link to Proximum privacy policy</a>
<i>ESA social media accounts: ESA Facebook, ESA Twitter, ESA LinkedIn, Vimeo</i>	<i>World-wide</i>
<i>Contractors involved in the organisation of the event (ATPI)</i>	<i>The EU</i>

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<https://www.atpi.com/atpi-data-protection-policy/>

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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.

***Photos, filming and audio recordings:***

Please note that we might publish the content in all media and/or by all networks, anywhere throughout the world. These external social media or other companies have their own applicable personal data protection rules regarding disclosure and international transfers.

Moreover, once the content is published online, ESA has no possibility to track who and from where the people are accessing, storing and/or processing the video, image or a content.

***(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 Personal Data shall be deleted as described below:

- System log files of user actions: 6 months;
- Copy of passport: 1 month after the event;
- Registration form and B2B meeting data: 1 year after the event, unless consent was provided to keep it longer, e.g. receiving ESA newsletters, receiving information about future events and event survey.

***(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 to date.

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 registration and grant you access to the Industry Space Days 2022.

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)



- Copy to: [sme-office@esa.int](mailto:sme-office@esa.int)

You may also be allowed access to your personal data and have the possibility to erase, rectify, complete or amend it, according to the following modalities:

1. access the ISD 2022 platform at: <https://isd-2022.vimeet.events/en>
2. enter your user ID and password
3. rectify, complete or amend your personal data

*If you are unable to access your account, please contact: [info@industri spacedays.com](mailto:info@industri spacedays.com) for assistance.*

*To erase your profile, please contact: [info@industri spacedays.com](mailto:info@industri spacedays.com), with [sme-office@esa.int](mailto:sme-office@esa.int) in copy*

***Photos, filming and audio recordings:***

Once the content is published online, ESA no longer has control over the content. For instance, the right to access or provide the personal data, delete or rectify the videos or content are technically incompatible with the online environment. Once online, the content will spread around the internet and ESA has no longer control of the original video, if they are duplicated, altered, changed, downloaded, viewed and/or transferred. Therefore access to data, deletion or rectification rights may in certain situations be no longer effective and/or no longer possible to exercise

**(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 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 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.

## **Consent Forms (Granular and opt in)**

### Registration Form and B2B meeting process to attend the event

- I would like to register for the Industry Space Days 2022. See [Privacy Policy](#)

### Photos, Videos, Audio Recordings

During the Industry Space Days 2022 photos, videos and recordings are taken. The Agency may publish in all media and/or by all networks, anywhere throughout the world to promote the work of the European space industry.

To respect our visitors' wishes, we offer the possibility to use a lanyard in a different colour to be identified as a person who wishes to be excluded from photographs and video or audio recordings.

### Future Events

- I would like to receive information about future ESA events, including the next edition of the Industry Space Days. See [Privacy Policy](#)

### Newsletter

- I would like to sign up to receive emails about the Industry Space Days 2022 and future ESA events. See [Privacy Policy](#)

### **How and when can you withdraw your consent?**

You will be able to withdraw your consent by:

- Untick any of the boxes above at any time
- by sending an email to: [info@industriyspacedays.com](mailto:info@industriyspacedays.com), with [sme-office@esa.int](mailto:sme-office@esa.int) in copy

### **Unsubscribe**

You have received this Industry Space Days 2022 mailing because you signed up to this mailing list and/or the ISD 2022 event. Should you no longer wish to receive these messages or to rectify your data, please advise the sender of the email at:

[info@industriyspacedays.com](mailto:info@industriyspacedays.com)