

PRIVACY NOTICE FOR: CIP-IC - NCCES Conference Student Poster Competition

DPNR Reference Number: 1961

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.

DATA CATEGORIES, LEGAL BASIS, RETENTION, PERSONAL DATA DISCLOSURE, TRANSFER AND SAFEGUARDS:

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

Data Categories: informs you about categories of personal data which may be collected and further processed for legitimate purposes per company or other party involved, the legal basis and about processing and transfers outside the EU or to other entities and the measures ESA applies to protect your data.

ROLE, RESPONSIBILITY Name and contact details of the responsible	PERSONAL DATA CATEGORY / TYPE	LEGAL BASIS, DATA PROCESSING PURPOSE (S)	RECIPIENT, LOCATION, RETENTION	INTERNATIONAL TRANSFER AND SAFEGUARDS
<p>CONTROLLER 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>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.</p> <p>You may also contact Mr. Kim Johnson in charge for this Activity directly by email: kim.johnson@esa.int.</p>	<p>GENERAL PERSONAL DATA and CONTACT DATA</p> <p>Name, Surname, Nationality, Date of Birth, University, Study Program, Email address</p>	<p>Description of the processing of personal data: 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 the CIP-IC - NCCES Conference Student Poster Competition.</p> <p>Individual Legal Basis for this processing:</p> <p>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 Processed</p>	<p>Recipient: European Space Agency (ESA), CIP-IC</p> <p>Location: EU</p> <p>Retention period: 12 months</p>	<p>Not applicable.</p>

DATA SUBJECT RIGHTS: *How can you access, erase, rectify, complete or amend your personal data?*

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 and kim.johnson@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.

Should you wish to have your personal data amended, rectified or deleted, kindly contact the DPO at ESA and copy kim.johnson@esa.int with a request.

PERSONAL DATA BREACH: *What should you do in case of a data protection incident?*

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 CIP-IC - NCCES Conference Student Poster Competition

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

I [*please provide your Name, Surname*], have read and understood all the information provided to me with regard to the processing of my personal data for CIP-IC - NCCES Conference Student Poster Competition and I hereby explicitly consent to the use of my personal data for the purpose of

- Registration and participation to the student poster competition of the CIP-IC - NCCES Conference

I am aware of my right to revoke my consent at any time by contacting either kim.johnson@esa.int or the ESA DPO directly under DPO@esa.int and copy kim.johnson@esa.int.

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