



PRIVACY NOTICE

FOR:

The ESA Remote Sensing of Marine Litter Workshop 2023

[For Internal Reference - DPNR Reference Number 2120]

Kindly provide this “DPNR Reference Number” in any communication with the ESA Data Protection Officer (DPO@esa.int) for quick reference of the Processing in question.

This Privacy Notice was last updated on: 13/06/2023

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 this Privacy Statement

This notice is intended to inform you about the processing of your personal data Remote Sensing of Marine Litter Workshop 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 and legal basis 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.

Description and the Purpose for this Processing of your Personal Data: *What is this processing about?*

Participants will register for taking part in the workshop via a dedicated registration page provided by an ESA Data Processor. At the Workshop a recording of the presenter/the presentation via Microsoft Teams will take place. This recording is for ESA internal use (internal reporting) only and will not be published.

Please be aware: If you share your video or otherwise engage via audio in the workshop online event, you may be recorded.

The general Purpose of this processing is the management of the registration to the event and the recording of the presentation of the Speaker/Presenter via Microsoft Teams.

Legal Basis: *What is the legal basis for processing the personal data?*

Specific Legal Basis for this processing:

- **5.2.1 i. (g) ESA PDP Framework; A purpose covered by the Consent of the Data Subject.**

Consent is collected via the registration page at atpi.eventsair.com

Further details: If you don't want to be on the ESA internal recording, please refrain from sharing your audio/video while the recording takes place (indicator via Microsoft Teams in the online event). You may always contact the ESA colleagues managing the event via chat to ask questions or otherwise engage within the event while the recording takes place.

Data Controllers, Data Processors, other Recipients of Personal Data and their Contact Details: *Who Processes what data in which capacity?*

The following table lists all the involved companies, agencies or otherwise, where your personal data may be processed and all relevant information concerning their involvement in this activity

Processing Entity and Responsibility	Personal Data Categories	Type of Personal Data in detail	Description of Processing Responsibilities and specific Purpose of the Processing
European Space Agency (ESA) as Controller	Contact details	Name, Surname, Email	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 Remote Sensing of Marine Litter Workshop. Contact details will be processed to facilitate your registration to the event and provide you with information relevant to participate in the meeting. Furthermore, ESA will process your audio/video information via the recording of the event. If you don't agree/consent to the processing of your personal data in the videoconference by ESA, please refrain from sharing



			<p>your video and/or audio in the workshop and avoid any (if existing) recording areas (stage etc.).</p> <p>You can always get in touch with the ESA colleagues in charge via the direct chat function to ask/propose questions and as such you are not forced to appear in the recording, while still being able to actively participate.</p> <p>Please be aware that the recording is only for ESA internal reporting and will be deleted after 6 months. No publication of the recording will take place.</p>
ESA DPO	All Personal Information required to accomplish the DPO's duties as defined in the ESA PDP	All Personal Information required to accomplish the DPO's duties as defined in the ESA PDP	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 ESA's DPO to reply to your requests and to exercise your rights under the ESA PDP.
ATP Specials B.V. as Processor	Contact Information	Name, Surname, E-Mail	ATP Specials B.V. based in the Netherlands provides as a processor to ESA support for the Registration and Organization of the workshop. For this purpose your personal data is processed to enable ESA to invite you, manage your participation and to generally inform you after the event about outcome and further updates about the workshop
Microsoft Corporation as Processor	Audio/Video/ Other Content Data	Audio/ Video/ Chat/ Other data	ESA uses the Microsoft Teams Videoconferencing Service for this Workshop. ESA has a dedicated contract with Microsoft limiting processing of the contend/audio/video data to Europe.

Contact Details per involved entity:

Entity	Contact Details
European Space Agency (ESA)	<p>Headquarters: 8-10 Rue Mario Nikis, CS 45741, 75738 Paris Cedex 15, France.</p> <p>Your first point of contact is ESA's DPO at DPO@esa.int at all times.</p> <p>You may also contact colleagues in charge for this Activity directly by ESAConferenceBureau@atpi.com</p>
ESA DPO	Data Protection Officer: DPO@esa.int
ATP Specials B.V.	Please contact ESA via the options above directly as this is a Processor for ESA.
Microsoft Corporation	Please contact ESA directly via the options above as this is a Processor for ESA.

Personal Data Disclosure, Transfer and Safeguards:

No personal data of Participants is disclosed outside the EEA.

Personal Data Retention and Deletion: *For which time period are your personal data retained by ESA?*

Personal data is retained by ESA for the time period necessary to fulfil the legitimate purpose of the processing.



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

Personal Data Categories and Place of Processing	Retention
ESA	<p><u>Contact Details:</u></p> <p>2 years after the end of the activity, then deletion</p> <p><u>Recordings via MS Teams by ESA:</u></p> <p>Deletion 3 months after the event from Microsoft systems (Teams).</p> <p>Removal and deletion 6 months after the end of the event from ESA systems</p>
ATP Specials B.V.	<p><u>Contact/Registration Details:</u></p> <p>Deleted 2 years after the end of the event</p>

Other Considerations

- 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.
- ESA does not instruct any third party – including ATP Specials B.V. – to conduct any web analytics, profiling or any other processing on ESA’s behalf, other than for the purposes mentioned above.
- The recording via Teams of the event will not be published and its purpose is ESA internal reporting only.

THIRD PARTY IT TOOLS, INCLUDING SOCIAL MEDIA

Third party IT tools or social media may be used to promote and inform you about an activity (meeting, event). ESA websites may provide links to social media and videos may be available on ESA social media pages. If you view an embedded video hosted on an external provider (such as YouTube) or interact with links to social media, 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 regarding your data subject rights, the further processing and the protection of your personal data prior to playing the relevant video or clicking on a link to external providers. ESA seeks to protect your personal data when embedding videos and to make you aware when a link refers you to an external social media or other websites where ESA cannot control the processing of your personal data.



Your rights (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 or addressed to the:

**ESA Headquarters
Data Protection Officer**

**8-10 RUE MARIO NIKIS
CS 45741
75738 PARIS CEDEX 15
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: *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.