



# PRIVACY NOTICE AND CONSENT FORM FOR: TEC MSP Workshop EMPS Symposium and Training Course on PCB and Electronic Assembly

[For Internal Reference - DPNR Reference Number: 2102.]

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

This Privacy Notice was last updated on: 17 May 2023

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## 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](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 for the EMPS Symposium and Training Course on PCB and Electronic Assembly 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.

This notice furthermore enables ESA to obtain your consent relating to the collection and further processing of your personal data, under the ESA PDP Framework where relevant.

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

*ESA TEC M organises a workshop to share knowledge for research and industry interaction on technology.*

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

**Specific Legal Basis for this processing: an activity within ESA’s mission in technology:**

- **5.2.1 i. (a) PDP; The performance of an activity carried out by the Agency within its purpose and in the framework of, and in conformity with, the ESA Convention, the “Agreement between the States Parties to the Convention for the establishment of a European Space Agency and the European Space Agency for the protection and the exchange of classified information” done in Paris on 19 August 2002, and the applicable rules and procedures, including ESA Security Regulations and Directives; this includes Processing necessary for the Agency’s management and functioning, Dispute Resolution Procedure, and or Investigation Procedures;.**
- **Consent is collected via ATPI workshop registration form**

**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
<b>European Space Agency (ESA) as Controller</b>	“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 EMPS Symposium and Training Course on PCB and Electronic Assembly.
<b>ESA DPO</b>	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.
<b>ATPI is Data Processor</b>	Contact details	Name, surname, email	For the event registration, for organising the workshop and to enable your attendance on site.



**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 <a href="mailto:DPO@esa.int">DPO@esa.int</a> at all times.</p> <p>You may also contact Jussi Hokka in charge for this Activity directly by e-mail (<a href="mailto:jussi.hokka@esa.int">jussi.hokka@esa.int</a>).</p>
ESA DPO	Data Protection Officer: <a href="mailto:DPO@esa.int">DPO@esa.int</a>
ATPI	<p>The ESA conference bureau is located at Keplerlaan 1, 2201 AZ Noordwijk, The Netherlands and can be reached at:</p> <p>By email at <a href="mailto:ESAConferenceBureau@atpi.com">ESAConferenceBureau@atpi.com</a> or by Telephone +31 (0)71 565 5005</p>

**Personal Data Retention and Deletion:** *How long are your personal data retained by ESA?*

Personal data may only be 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
ATPI Specials B.V., the Netherlands	Deleted 2 years after the end of the event
ESA contact mailing list	5 years after end of the activity, delete

**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](mailto:dpo@esa.int) or addressed to:

**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](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.

**UNSUBSCRIBE:** If you wish to unsubscribe from the EMPS mailing list you can do so by contacting Jussi Hokka in charge for this Activity directly by e-mail ([jussi.hokka@esa.int](mailto:jussi.hokka@esa.int)).

**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](mailto:dpo@esa.int) and provide all information available to you regarding the potential breach.

**CONSENT** for the EMPS Symposium and Training Course on PCB and Electronic Assembly

*Your consent is required*

By registering to the EMPS Symposium and or Training Course on PCB and Electronic Assembly you agree to ESA framework on Personal Data Protection and to the processing of your personal data by, or on behalf of, the Agency, as mentioned in the ESA Privacy Notice and Consent form as follows:

I accept.

I disagree.

*How and when can you withdraw your consent?*

You will be able to withdraw your consent depending on the modality used to collect your personal data, in particular:



- by unsubscribing to the mailing list for promotional emails
- by sending an email to [esaconferencebureau@atpi.com](mailto:esaconferencebureau@atpi.com) or: [DPO@ESA.int](mailto:DPO@ESA.int)