



PRIVACY NOTICE FOR: ESA Civil Security from Space Programme Partners Groups Registration

[For Internal Reference - DPNR Reference Number 2045]

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: 28/03/2023

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 related to your engagement in the Civil Security from Space Programme 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?*

The general Purpose of this processing is: Your personal information is collected and processed to manage and organise your participation in the ESA Civil Security from Space (CSS) Programme Partners Groups. Your contact information is collected to inform you about news and updates within the CSS Program and Partners Groups and to let you know about upcoming events, opportunity announcements, workshops and workplanning related to the CSS Programme.

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

Specific Legal Basis for this processing:

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

Consent is collected via the checkbox on the ARTES website when you sign up for the CSS Partners Groups participation.

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 Affiliation information and company details Further optional information related to affiliation and non-personal information related to company interest(s)	Name, Surname, Email, Address, Telephone Company Name and where it is based (place of establishment/H eadquarter etc.) Job title, entity/company type, Area of Activity etc.	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 organisation and management of the Civil Security from Space Programme (CSS) Partners Groups. The provided information is used to contact you via E-Mail regarding events and news related to partner groups activities within the CSS Programme. You always can opt to revoke your consent for your contact details and provided information to be deleted and no longer being processed by ESA via the options stated below (unsubscribe functions), or via contacting: civil.security@esa.int directly.
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.
DOTSOFT SA	All personal information as listed above for ESA	All personal information as listed above for ESA	Dotsoft SA is involved in the operation, maintenance and hosting of the ARTES website and has access to the necessary information (including the



			contact information provided for this activity) to fulfil this task. The Processing is located in the European Union (Greece) under GDPR and ESA assured no personal data is transferred outside of the EU for this Processor.
Bilbomática	All personal information as listed above for ESA	All personal information as listed above for ESA	Bilbomática is involved in the operation, maintenance and hosting of the ARTES website and has access to the necessary information (including the contact information provided for this activity) to fulfil this task. The Processing is located in the European Union (Spain) under GDPR and ESA assured no personal data is transferred outside of the EU for this Processor.

Contact Details per involved entity:

Entity	Contact Details
European Space Agency (ESA)	<p>Headquarters: 24 Rue du Général Bertrand, CS 30798, 75345 Paris Cedex 07, 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 the Civil Security from Space programme manager in charge for this Activity directly at civil.security@esa.int</p>
ESA DPO	Data Protection Officer: DPO@esa.int
DOTSOFT SA	<p>Navarchou Kountouriotou 3, Thessaloniki 546 25, Greece</p> <p>https://www.dotsoft.gr</p>
Bilbomática	<p>Edificio Miribilla C/ Santiago de Compostela, 12 - 4º A, E-48003 Bilbao</p> <p>https://www.bilbomatica.es</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
Contact details and further provided affiliation information	<p>Indefinitely for the duration of your consent (you at all times can revoke your consent via the options provided in this document) and for 6 months after the end of this activity at ESA.</p> <p>To assure that ESA only retains accurate and current information, you may be contacted after 5 years via E-Mail if you still want to remain in the database.</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 plan to implement any automated decision-making within this activity.

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 (meetings, events) related to this activity. 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 to protect 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.

UNSUBSCRIBE: If you wish to unsubscribe, you can click directly on a link (at the bottom of the mail, titled “Unsubscribe” or similar) in the relevant E-Mail you received, which will unsubscribe you from the CSS Program News, and event information related to the Partners Groups. You furthermore at all times can contact civil.security@esa.int to request the deletion/removal of the personal information you provided. If you choose to request deletion via e-Mail, please make sure to provide all the relevant information to establish what personal information you request deletion of (for example if you use a different E-Mail address from when you signed up etc.).

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.