

PRIVACY NOTICE & CONSENT FORM FOR ESA CSG Industry Days 2025

[For Internal Reference - DPNR Reference Number 2876]

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: 01/05/2025

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 for the CSG Industry Days 2025 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?*

Your personal data (name, contact details, and company) are collected and further processed to enable your participation in the “**CSG Industry Days 2025**” event, the performance of all activities necessary to conduct the above event and all communication in relation to the above event. ESA is Data Controller.

ESA does not instruct any third party to conduct any web analytics, profiling or any other processing on ESA’s behalf, other than the purposes mentioned above.

ESA does not consider your personal data as an asset for sale or for commercial exploitation on behalf of ESA.

The general Purpose of this processing is to further inform industry about the digitalization opportunities which are available at Europe’s Spaceport, the CSG.

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

Specific Legal Basis for this processing:

- **5.2.1 i. (a) ESA PDP Framework; 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;.**
- **5.2.1 i. (e) ESA PDP Framework; The performance of a contract concluded by the Agency within its purpose in relation with an activity carried out by the Agency in the framework of, and in conformity with, the ESA Convention and the applicable rules and procedures.**
- **5.2.1 i. (g) ESA PDP Framework; A purpose covered by the Consent of the Data Subject.**

Consent is collected via this privacy and consent 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	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, email address, company and country.	<p>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 CSG Industry Days Event.</p> <p>Furthermore, the CSG Industry Days event is a hybrid in-person and online conference. The event may be recorded using the ESA IT platforms to further the industrial networking and efforts and to provide supporting resources post-event to interested parties.</p> <p>ESA makes every effort to ensure that event participants are not recorded: ESA IT platforms will only capture the main stage of the presentation, and the recording will stop at the Q&A session before live questions are taken. Nonetheless there is the possibility that attendees be recorded, however momentarily, and therefore consent to be recorded is required to attend this event.</p>
B2Match	Personal & Contact Details	<p>Mandatory</p> <ul style="list-style-type: none"> -First name and surname -Picture -Country of residence -City of residence -Email address <p>Optional</p> <ul style="list-style-type: none"> -Job position -Phone number 	<p>B2Match processes personal data in order to provide event management and business to business meeting services.</p> <p>Depending on how the user interacts with the B2B platform, they will be required to share more or less information.</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.
Member State Delegation, Separate Controller	Company contact details	Company name Participant's email address	Please refer to the separate privacy notice of the relevant Member State
CNES, separate Controller	Company contact details	Company name Participant's email address	Please refer to the separate privacy notice of CNES

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 CIC & STS which are in charge for this Activity directly by cornelius.zund@esa.int or enrico.possamai@esa.int.</p>
ESA DPO	Data Protection Officer: DPO@esa.int
B2Match DPO	<p>B2Match GmbH Mariahilfer Strasse 17/3 1060 Vienna Austria</p> <p>Mirza CERIC e-mail: privacy@b2match.co</p>

Disclosure

Data about which companies have attended the event via the B2B platform will be available to all other registered entities. The information will be available in company profiles on the platform.

Participant data may otherwise be shared in only 2 cases:

1. A Member State Delegation may request access to this information in order to know which companies from their countries attended the event. A Member State will only receive information on companies from its country. Member States may require this information in order to follow up with attendees to support their eventual bidding.
2. CNES may request access to this information in order to better orient the development and management of Digitalization activities. They may use this information in order to follow up with attendees to support their eventual bidding.

In both of the cases above, only the company name and general contact information will be provided.

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 Outlook: contact details; EU ESA Excel: contact details; EU	Contact Details: 5 years after the end of the activity, then deletion
B2Match	6 months after the end of the event, as stipulated in the ESA-B2Match purchase agreement. Appendix 1, section 5.

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 via postal service to:

**ESA Headquarters
Data Protection Officer**

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

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.

Your Consent for the CSG Digitalization In Focus Event

(DPNR 2876)

By registering to attend the ESA CSG Industry Days 2025 held at ESA HQ Daumesnil **52 Rue Jacques Hillairet 75012 Paris, France** June 3rd & 4th, and supported by B2Match, I hereby agree to the following statements:

- 1) I have read and understood all the information provided to me with regard to the processing of my personal data for the ESA-CNES CSG Industry Days 2024: Maintenance Operations & Digital Transformation event, and I hereby explicitly consent to the Collection of personal data for the management and participation in this event: the use of my contact details by ESA to invite me to future workshops, for conference follow-up activities, surveys & newsletters on conference related topics.
 - the disclosure of my contact details by ESA to Member State delegations & CNES.
 - the disclosure of my contact details to the conference participants.
 - the possibility of being photographed / video recorded.
 - the publication of photographs / video recordings/ presentations in which I am included to any / specific media.
 - as an eventual speaker, I agree to be photographed / video recorded and to have this published in any / specific media to promote the event.
 - as an eventual speaker, have my name, surname and title of my presentations published publicly in social media, and on public websites.
 - the processing and publishing of my personal data on publicly available social media, websites, or for ESA promotional materials (esoc.esa.int, ESA Operations Twitter, ESA Operations and Space Safety Linked in Channel and related newsletters).
- 2) Furthermore I am aware of my right to revoke my consent at any time by contacting cornelius.zund@esa.int or the ESA DPO directly under DPO@esa.int and my other rights as stated in the Privacy Notice provided to me in connection with this Consent Declaration.