

**Privacy statement on the protection of personal data in relation to a series of EUSPA Copernicus Workshops taking place between 1 September 2022 – 31 December 2025**

All personal data are dealt with in compliance with the applicable rules on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (currently Regulation (EU) No 2018/1725).

The following data protection information notice outlines the criteria by which the EUSPA collects, manages and uses the data in relation to the series of EUSPA Workshops taking place between 1 September 2022 – 31 December 2025.

**Identity of controller and data protection officer:**

Controller: European Union Agency for the Space Programme (EUSPA), Head of the Communications Department; [com@euspa.europa.eu](mailto:com@euspa.europa.eu)

DPO: European Union Agency for the Space Programme (EUSPA), Data Protection Officer, [dpo@euspa.europa.eu](mailto:dpo@euspa.europa.eu)

**Purpose(s) of processing:**

EUSPA collects and further processes your personal data:

- to process your application for participation in each workshop;
- to provide you with information about each workshop (before, during and after);
- to enable your access to the venue (only for those participating in the physical part of a hybrid event);
- for the workshop management (please note that the workshops may be held using a third-party videoconference related tools and services, such as e.g. Swapcard<sup>1</sup>, Metis, Cisco WebEx, Slido, DocuSign, Clevercast that processes personal data<sup>2</sup>, see also below) - subject to explicit consent;
- web-recording of the on-line part and photo/video recording of the on-site part of each workshop – for participants only subject to explicit consent;
- for networking (making your profiles on Swapcard visible to other participants in the event, via Swapcard) – subject to explicit consent.

Your personal data will not be used for any automated decision-making including profiling.

**Data/Categories of data concerned:**

For participants of the virtual event:

- First name, last name, email address, professional life data (organisation, role/job title and country representing). For those participating in the physical part of a Hybrid event, nationality, passport or identity card number and its date of issue and expiry date may be collected, so that the data subjects may obtain access to the premises where the meeting or event is held ;

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<sup>1</sup> Networking: **Swapcard** ([privacy policy](#))

<sup>2</sup> Registrations and video-conferencing tools: **Metis** ([privacy policy](#)), **Cisco WebEx** ([privacy policy](#)); Session Q&A and polling tool: **Slido** ([privacy policy](#)); For speaker consent form: **DocuSign** ([privacy policy - BCR](#)); For live-streaming and Video on Demand: **Clevercast** ([privacy policy](#))

- Video recordings, voice verbal statement and photographs.

For organisers, speakers and moderators – in addition to the above:

- Contact details (mobile number);
- Virtual Speaker Studio or Web Conferencing System: Pre-recordings and live recordings of electronic files, likeness, voice and verbal statement.
- Biographies and photographs: Collected and published for promotion before, during and after the event.

On-site participants who do not wish to be part of the recording/publishing activities will be offered the opportunity to turn off their camera, to sitting in back rows that are not recorded/photographed, wearing special badges, attending the meeting in a separate room, or other options, depending on the circumstances of the particular meeting.

For virtual workshops, participants may be able to intervene by enabling their audio and/or video during the meeting. Participants may send an e-mail to the organiser prior to the event or after the event to request a recording to be blurred, noting that it may take up to 30 days to treat such a request.

All the data is collected directly from the subjects.

#### **Recipients/Categories of recipients of the data processed:**

Access to personal data is granted on a “need to know” basis to

- a limited number of EUSPA Staff responsible for managing the event
- a limited number of EU Commission - DG DEFIS Staff responsible for managing the event
- a limited number of EUSPA Contractor’s staff involved in the event management responsible for carrying out this processing operation, including the Swapcard platform
- a limited number of Swapcard staff responsible for managing the event

Any recipient is reminded of its obligation not to use the data received for other purposes than the one for which they were transmitted.

In addition:

Live web-streaming and audio-visual recording at the EUSPA Workshops of the speakers, organisers and participants, as well as screen pictures or photographs of the speakers and screen-pictures or photographs of participants and organisers will be taken and may be published at:

[https://ec.europa.eu/info/departments/defence-industry-and-space\\_en](https://ec.europa.eu/info/departments/defence-industry-and-space_en), <https://euspa@europa.eu>, <https://www.copernicus.eu/> and on the Conference platform website <https://app.swapcard.com/event/dg-defis-workshops>.

Names of speakers may be published on the virtual events platform and on:

[https://ec.europa.eu/info/departments/defence-industry-and-space\\_en](https://ec.europa.eu/info/departments/defence-industry-and-space_en), <https://euspa@europa.eu>, <https://www.copernicus.eu/> and on the Conference platform website <https://app.swapcard.com/event/dg-defis-workshops>.

#### **Legal basis/Lawfulness of the processing:**

Processing of personal data of speakers is necessary for the performance of a contract with a data subject (Art. 5(1)(c) of Regulation 2018/1725).

The processing operations on personal data of the speakers for the workshops with whom a contract is concluded, are carried out in line with the contractual provisions. Consequently, that processing is necessary and lawful under Article 5(1)(c) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

Processing of personal data of participants is based on the consent of the data subject (Art. 5(1)(d) of Regulation 2018/1725).

Data subjects unambiguously give their consent to the processing of their personal data by ticking the box on the event registration platform, which is a mandatory step in the registration submission.

### **Information on the storage locations and retention period of personal data:**

The retention period of personal data shall be for the duration of the workshop series, thus the data will be retained until latest 31/12/2025.

Once the retention period is over, personal data are destroyed.

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on servers located in the EU/EEA.

### ***Transferring the data to third countries:***

Please note that the processing operations, as described in this privacy statement, that are carried out via Slido, DocuSign and Cisco Webex may imply transfer of your personal data to countries located outside of the EU/EEA and that those transfers may occur in the absence of an adequacy decision or appropriate safeguards. You will thus be asked to express an explicit consent according to Article 50(1)(a) of Regulation 2018/1725 to the sharing of your personal data with operators based in countries outside the European Union as part of your registration for the events.

Slido: Slido is hosted on AWS (Amazon Web Services) infrastructure, located in the EU (Ireland/, Germany). Technical data of participants may be transferred to Service Providers in third countries under the legal basis Article 50(1)(a) of Regulation (EU) 2018/1725 (the data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards). [An overview of the Service Providers and data sent be found here.](#)

DocuSign: DocuSign has received the approval of the applications for Binding Corporate Rules (BCRs) as both a data processor and data controller from the European Union Data Protection Authorities. [More information here.](#) Use of DocuSign under the legal basis Article 50(1)(a) of Regulation (EU) 2018/1725 (the data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards).

WebEx (Cisco): Cisco has received the approval of the applications for Binding Corporate Rules (BCRs) as a data controller from the European Union Data Protection Authorities. [More information here.](#) Use of WebEx under the legal basis Article 50(1)(a) of Regulation (EU) 2018/1725 (the data

subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards)

**Data subjects have the right:**

- To obtain confirmation as to whether or not his or her personal data are being processed, access the data and obtain detailed information on the processing;
- Of rectification of inaccurate personal data;
- Of erasure of personal data if the statutory provisions are met;
- Of restriction of processing if the statutory provisions are met;
- *To data portability* for the personal data processed on the basis of Art. 5(1)(c);
- *To withdraw the consent to personal data processing at any time, without affecting the lawfulness of the processing before the consent's withdrawal* for the personal data processed on the basis of Art. 5(1)(d);
- To lodge a complaint to the European Data Protection Supervisor at [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu) should they consider that the processing operations do not comply with Regulation (EU) No 2018/1725.

Any request for the exercise of any of the abovementioned rights shall be addressed to the EUSPA **Communications** Department at [com@euspa.europa.eu](mailto:com@euspa.europa.eu); data subjects are kindly requested to describe their requests explicitly.

**Contact information:**

- Regarding the processing of your personal data: [com@euspa.europa.eu](mailto:com@euspa.europa.eu);
- Regarding the interpretation, application or breach of Regulation (EU) 2018/1725, please contact the EUSPA Data Protection Officer (DPO) at [dpo@euspa.europa.eu](mailto:dpo@euspa.europa.eu).