

PRIVACY NOTICE FOR: 9th edition of the DLR/ESA open PolInSAR training course 2025

[For Internal Reference - DPNR Reference Number: 817]

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: 14th February 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 9th edition of the DLR/ESA open PolInSAR training course 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.

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

Your personal data will be processed by ESA to organise the 9th edition of the DLR/ESA open PolInSAR training course 2025 on the 28 April – 25 July 2025 and for contacting you in order to enable your participation in the training course. Your data will be collected through the Webpage at <https://www.conftool.pro/9th-dlr-esa-open-polinsar-training-course2025/> and processed by ESA, DLR and ESA Data Processors as described in the table below.

The general Purpose of this processing is

- to provide you access to, and enable the use of the website ;
- to manage your relationship with the Agency as well as your requests and applications in relation to the training course
- to enable your participation in the training course
- to publish online the agenda and presentations of the training course
- to send you notifications in connection with your application to the training course
- to highlight and promote the training course as well as to promote similar events, in the future on any media
- to send you newsletters and new features in relation with the training course
- to publish video recordings / photograph (presentations: where you have agreed)
- to communicate your personal data to third-party collaborators, contractors and/or partners involved in the organisation of the training course or in the fulfilment of any of the other purposes
- other purposes that will be disclosed to the personnel when such information is requested
- the information is used for aggregated statistics on the use of this website and participation to the training course

In addition to these purposes, the Agency may use your personal information for any of the purposes mentioned in Article 5 of the Policy on Personal Data Protection.

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 a tick box on the website prior to your registration for the training course

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 Other information provided by you	Name Title (e.g. Mr, Ms. Dr...) E-mail Nationality, Gender, CV, Photos, Affiliation (Organisation / Company) Company address	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 of the training course. Your Contact Information may furthermore be processed within ESA for security reasons to avoid misuse or to protect ESA workforce and property by workforce dedicated to these activities. You at all times can request deletion of this data by contacting eotraining@esa.int or the ESA DPO via DPO@esa.int .
Deutsches Zentrum für Luft- und Raumfahrt e. V. (DLR) as Controller	Contact details Affiliation information Other information provided by you	Name Title (e.g. Mr, Ms. Dr...) E-mail Nationality, Gender, CV, Photos, Affiliation (Organisation / Company) Company address	Your personal data are shared with DLR organisers in order to select the participants and to run the training course.
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.
Serco Italia S.p.A as Processor	Personal data provided in conftool	All personal data you provide	Serco Italia S.p.A. contractors and sub-contractors provide support to ESA in relation to manage and run the newsletter. The processing is limited to the European Union and contractual obligations limit processing based on ESA decisions.
ConfTool GmbH as Processor	Personal data	Data needed to run conftool.	ConfTool are used to provide the online registration system. ConfTool is contractually limited to processing within the EU.

Contact Details per involved entity:

Entity	Contact Details
European Space Agency (ESA)	Headquarters: 8-10 Rue Mario Nikis, CS 45741, 75738 Paris Cedex 15, France. Your first point of contact is ESA's DPO at DPO@esa.int at all times. You may also contact involved staff at ESA in charge for this Activity directly via email at eotraining@esa.int
ESA DPO	Data Protection Officer: DPO@esa.int

Deutsches Zentrum für Luft- und Raumfahrt e. V. (DLR)	Data Protection Officer: Uwe Gorschütz, Deutsches Zentrum für Luft- und Raumfahrt e. V., Linder Höhe, 51147 Cologne Email: datenschutz@dlr.de
ConfTool GmbH	Headquarters: Hochrad 58, 22605 Hamburg, Germany Director: Dr. Harald Weinreich Commercial Register (Handelsregister) Hamburg: HRB 111956 EU-VAT-No: DE-815145320 info@conftool.net

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	RETENTION
Contact details and other personal data provided by you on ConfTool	Deletion 2 years after the Event,

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.
- ESA does not instruct any third party – including [one or all Processors] – to conduct any web analytics, profiling or any other processing on ESA’s behalf, other than the purposes mentioned above.

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 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.

You may also be allowed access to your personal data and have the possibility to erase, rectify, complete or amend it, according to the following modalities:

1. by accessing your account at <https://www.conftool.pro/9th-dlr-esa-open-polinsar-training-course2025/>
2. by entering your account User Id and password
3. by clicking on “Log In”
4. by actually erasing, rectifying, completing or amending your personal data

If you do not remember your password, you can reset your password by <https://www.conftool.pro/9th-dlr-esa-open-polinsar-training-course2025/>

If you are unable to access your account, please contact eotraining@esa.int for assistance.

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.