

Hybrid meetings involve processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This data protection notice explains how the Single European Sky ATM Research 3 Joint Undertaking (here after referred to as SESAR 3 JU) uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

SESAR 3 JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data. We provide the following information based on Articles 14 to 16 of the Regulation.

What is the purpose of the processing?

- a) Attend the meeting
- b) Publish recordings or pictures on SESAR 3 JU website, newsletter, YouTube and online social media channels for communication purposes
- c) Gather feedback from participants during meetings such as questions, polls, quiz, etc.
- d) Possibility to video/record and transcript the meeting

Which personal data do we process?

- Personal characteristics
- Recording data

Why do we process your personal data and under what legal basis?

- Public Interest Article 5 a) of Regulation 2018/1725
- Explicit consent Article 5 d) of Regulation 2018/1725

Who is the controller and other actors involved in the processing?

The SESAR 3 JU, legally represented by Andreas Boschen, Rue de la Fusée 96, 1130 Brussels

Processors

On some occasions, the SESAR 3 JU entrusts external service providers to process personal data for the purpose of managing the event.

- Mentimeter, for using polls or for Q&A sessions at events, privacy policy available here [Interactive presentation software - Mentimeter](#)
- Slido, for using polls or for Q&A sessions at events. More information on the tool can be found here: [Privacy notice](#)
- Amazon Web Services (AWS) acts as the Infrastructure as a Service provider for SLIDO. The Data Centres are located in the EU (Ireland and Germany) Slido's parent company Cisco Systems Inc. and its subsidiaries may also act as Subprocessors in some circumstances under Standard Contractual Clauses (SCC) and EU-US Data Privacy Framework (DPF).

¹ Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (“EUDPR”).

JOINT UNDERTAKING

- EUROCONTROL as providing ICT services to SESAR 3 JU for TEAMS. The provider being Microsoft, as Cloud Services Provider (CSP) Contact details: Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland
- Cegeka, as EUROCONTROL's contractor in charge of the implementation of MS 365 at SESAR 3 JU

How is SESAR 3 JU processing the personal data?

A hybrid event will allow the virtual participation of the audience to join remotely. In any case, the SESAR 3 JU ensures that there is a “no photography” area in the event venue, so that participants not consenting to their pictures/video taken can place themselves there. The recordings and pictures of the events are stored on the SESAR 3 JU shared communications drive with restricted access rights to the External Affairs and Communication Team and may published in the SESAR 3 JU website, newsletter social media channels and YouTube channel.

For the gathering feedback from participants during events through the Mentimeter tool or SLIDO, the data are presented on an anonymous and aggregated manner.

Related records are “registration to events”, “SESAR mobile Apps”, “access to SESAR 3 JU premises”.

See <https://www.sesarju.eu/dataprotection> for more information.

How do we protect and safeguard your information?

- Staff dealing with this processing operation is designated on a need-to-know basis
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned
- Secure transfer of data

Who can access to your personal data and to whom is it disclosed?

The following might have access to your personal data:

- Data subject themselves.
- Designated SESAR 3 JU staff members: Managing the meeting on a need-to-know basis
- The general public: For the pictures and videos uploaded on the SJU website, YouTube and social media channels

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-24 of EU DPR Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

The content of these rights is detailed in the [Data Protection Notice page in SESAR 3 JU website](#) which contains also information about the contact points and recourse (see dedicated point below).

How to withdraw your consent and the consequences of doing this

Data subjects have the right to withdraw their consent at any time by sending a written request to communications@sesarju.eu. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn, or any processing not based on consent.

Could your rights be restricted in very exceptional circumstances?

Possible restrictions to data subject's rights may apply as foreseen in Article 25 of the Regulation, as laid down in Decision GB(D)06-2021 on *Internal rules concerning the restrictions of certain rights of data subjects in the framework of the functioning of the SESAR 3 JU*, available in the [Official Journal](#) in all EU languages.

How long is the data retained?

- For the lifetime of SESAR JU: Video tapes and photographs
- 7 years: Personal characteristics
- 120 days: Recording Data in TEAMS

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SESAR 3 JU at sju.data-protection@sesarju.eu, and
- the External affairs & Communications teams at communications@sesarju.eu

In addition, as a data subject, you have a right to recourse to the [European Data Protection Supervisor](#) (EDPS) at any time by e-mail to edps@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium.