

Registration to events (physical, online or hybrid - external or internal) involves 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) Register participants to the SESAR JU physical, online or hybrid events
- b) Contact participants via email, SESAR mobile app, SESAR e-marketing tool (flexmail), in advance of and after the event to provide relevant information;
- c) Create networking opportunities through the sharing of participants contact details
- d) Store registration details of participants for maintenance of SESAR JU historical database of past events
- e) Allow participants to access specific secured facilities through sharing their data in advance (in the case of site-visits).
- f) Arrange appropriate catering during the event.
- g) Video/recorded and transcript
- i) Communication and dissemination purposes of SESAR 3 JU events

Which personal data do we process?

Personal identification data, Video tapes and photographs, transcripts, dietary requirements.

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 for processing of dietary requirements, being added to the newsletter, sharing their contact details in the attendance list, photographs and videos of the event.

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

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”).

On some occasions, the SESAR 3 JU entrusts external service providers to process personal data:

- Flexmail is used to send the invitation to the participants (<https://flexmail.be/en/privacy-policy>)
- Web conferencing platforms, such as Microsoft Teams for webinars (<https://www.microsoft.com/en-us/microsoft-365/blog/2020/04/06/microsofts-commitment-privacy-security-microsoft-teams/>) or Zoom for hybrid events (<https://www.zoom.com/en/trust/privacy/privacy-statement/>).
- In certain cases the link will be sent directly via the web-conferencing platform. In such cases the platform will act as a processor. You will be notified prior to the event in such case and the platform's specific privacy notice will be shared with you.
- SESAR 3 JU Communications contractors and service providers may sometimes need to handle personal data on behalf of the SESAR 3 JU for the following activities:
 - Event organisation and logistics:
 - 1) WMH PROJECT <https://wmhproject.fr/en/privacy-and-data-protection-policy/>
 - 2) TMAB [Privacy and cookie policy of TMAB Business Events - TMAB | We elevate your event](#)
 - 3) PROPAGER-EUROJEUNE <https://propager.com/index.php/fr/politique-de-confidentialite>
 - Website and digital communications: ESN <https://www.esn.eu/about/privacy-statement>
 - Printed communications: EU TURN <https://eu-turn.com/privacy-policy/>

How is SESAR 3 JU g processing the personal data?

This processing activity, or parts of it, applies to both external and internal events organised by the SESAR 3 JU, whether held in a physical, online or hybrid format.

The processing of personal data starts from the moment that a data subject receives an informative email about the event.

Interested participants enter their registration data into a form on the SESAR JU website. This data are stored on either the SESAR 3 JU website or Flexmail. The SESAR 3 JU External Affairs & Communication team may extract this data and export it into excel for operational purposes, such as preparing participant lists and sending either pre or post event related content e.g. registration confirmation messages, updated agendas or post event communication materials.

The SESAR JU uses this data to contact participants about the event. The registration is sent to the participants using either:

- Flexmail (our e-marketing tool) as an individual email; or
- Outlook - in this case, the “resource” function (BCC effects) is used, to ensure that the email addresses are not visible to other participants; or
- Directly through web-conferencing platforms (e.g. Microsoft Teams or Zoom), where invitations are directly sent via the web-conferencing platform.

Email addresses are not shared with other participants for networking or other purposes unless explicit consent is provided in advance via the registration form.



JOINT UNDERTAKING

For events taking place outside of the SESAR 3 JU premises, limited participant information (e.g. name, organisation, dietary requirements where relevant) may be shared with the venue strictly for access control, security or catering purposes.

Optional consents collected at registration:

The registration form may include the following voluntary opt in options allowing participants to consent to:

- Being added to the SESAR 3 JU newsletter
- Sharing their contact details with the other event participants (name, organisation, job title and email)
- Providing dietary preferences or restrictions, including the sharing of this information with the external catering service or restaurant supporting the event.
- Being photographed or recorded and having such material published on the SESAR 3 JU communication channels, including the SESAR 3 JU website, newsletter, YouTube and social media channels

Speaker and Exhibitor

During conferences or exhibitions, personal data such as name, organisation and function, as well as photos or videos, may be captured and published for communication and dissemination purposes.

Where SESAR 3 JU launches calls inviting members or partners to propose speakers or exhibition contributions, the submitted data may be shared with designated external experts or contractors supporting the evaluation process.

Contributors who do not wish their personal data to be published are given the possibility to indicate this during the submission process.

Further information

A full description of the related processing activities is available in our public register <https://www.sesarju.eu/dataprotection>. Related records are:

- Organisation of events
- SESAR 3 JU event mobile Apps
- Access to SESAR JU premises

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

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 S3JU staff members: Staff members of the SESAR JU External Affairs & Communication team

What are your rights and how can you exercise them?

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.

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How long is the data retained?

- The duration of the event: Health data, Philosophical or religious convictions
- For the lifetime of SESAR JU: Video tapes and photographs, Personal details
- 120 days: Records 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.