

Organisation of physical or hybrid events 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.

Single European Sky ATM Research 3 Joint Undertaking 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 Article 14 to 16 of the Regulation.

What is the purpose of the processing?

- Create audio/video recordings and pictures of the event.
- Enable the SESAR 3 JU to preserve its institutional knowledge for the purpose of reporting (commemorative book).
- Publish event recordings and pictures on SESAR 3 JU website, newsletter, YouTube and online social media channels.
- Gather feedback from participants during events such as questions, polls, quiz, etc. The gathering of feedback is fully anonymous and makes use of Mentimeter.

Which personal data do we process?

- Video tapes and photographs.
- Opinions and IP addresses for the use of the Mentimeter.

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.
- Consent. When participants send on their own pictures and videos of the event, it is deemed that they consent to the purpose of their collection. In case participants use Mentimeter, on a voluntary basis.

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

Controller: The SESAR 3 JU, legally represented by Andreas Boschen at Rue de la Fusée, 96, B-1130 (as from 1 February 2023) in Brussels, Belgium. The responsible department is Strategy and External affairs team.

External processors:

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").

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

- TMAB Business Events, on the terms described in the FW service contract SESAR 3 JU/LC/0352-CRT Lot 3 on event communications, privacy notice chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://tmabevents.be/TMAB_PrivacyPolicy.pdf
- European Service Network (ESN), on the terms described in the FW service contract JTI-CS2JU.2021.OP.01 (LOT 2) , privacy notice <https://esn.eu/about/privacy-statement>
- Mentimeter, for using polls or for Q&A sessions at events. More information on the tool can be found here: [Interactive presentation software - Mentimeter](#)

How is SESAR 3 JU processing the personal data?

Physical events may take place at the SESAR 3 JU premises or elsewhere. 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.

In some cases, specifically for internal meetings, involving exclusively SESAR 3 JU staff and detached employees and direct *intra-muros* contractors, the SESAR 3 JU may ask participants to voluntarily send their own pictures/videos from the event. An email explaining the purpose of collection (e.g. upload in SESAR 3 JU website, intranet etc.) and containing a relevant privacy notice will be distributed to the participants. Should participants reply by sending the relevant pictures/videos, it will be deemed that they consent to the purpose of their collection.

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

You may also consult the privacy notice of the following related activities:

- [Registration of participants to SESAR 3 JU events](#)
- [Organisation of physical events](#)
- [Access to the SESAR 3 JU premises](#)
- [SESAR 3 JU mobile app](#)
- [Webinars and online events](#)

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.
- Data are presented in an aggregated and anonymised manner.

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

The following might have access to your personal data:

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- Data subject themselves.
- Designated S3JU staff members: Managing the event on a need to know basis.
- The general public: For the pictures and videos uploaded on the SJU website, YouTube and social media channels.
- Other: External experts and contractors involved in the event management.

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 14-16 & 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 the above-mentioned email addresses. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

Could your rights be restricted in very exceptional circumstances?

In accordance with Article 25(1) of [Regulation \(EU\) 2018/1725](#) restrictions of data subjects' rights may be provided for by internal rules adopted at the highest level of management of the SESAR 3 JU, i.e. the Governing Board. The SESAR 3 JU Governing Board with its Decision GB(D)06-2021 laid down the internal rules concerning the restrictions of certain rights of data subjects in the framework of the functioning of the SESAR 3 JU. The Decision is [publicly available in the Official Journal](#) in all the EU official languages.

How long is the data retained?

For the lifetime of SESAR JU: Video tapes and photographs and 7 years for other.

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 Strategy and External affairs Strategy and External affairs team 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 European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>