

## PRIVACY NOTICE – Participants to the SESAR 3 JU Governing Board meetings (record reference number: 52)

---

*Participants to the SESAR 3 JU Governing Board meetings involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725<sup>1</sup> (the “Regulation”).*

This privacy notice explains how the Single European Sky ATM Research 3 Joint Undertaking (“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.

The 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?**

- Collect the necessary information to contact the participants to Governing Board (GB) meetings and send them the relevant information via e-mail or post and give access to STELLAR
- Ensure that participants in the activities of the GB act independently of any external influence by signing the “Declaration of absence of conflict of interests” (the “Declarations”)
- Comply with transparency principles by publishing name and functions of Members and permanent observers (and alternates) in the SESAR 3 JU website

### **Which personal data do we process?**

- Name, email, family members with potential conflicting interests
- Past and current activities, name of the company, function, company address, company phone contact
- Current financial activities indicated in the declaration of interest

### **Under what legal basis do we process your personal data?**

- Public Interest article 5(1)(a) of Regulation 2018/1725
- Legal Obligation article 5(1)(b) of Regulation 2018/1725
- Council Regulation (EU) 2021/2085 establishing the Joint Undertakings under Horizon Europe
- Governing Board Decision GB (D)07-2021 on rules of procedure of the Governing Board
- Governing Board Decision GB(D)03-2021 on Rules on confidentiality, prevention, avoidance and management of conflicts of interest of the SESAR 3 JU

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

Controller: The Single European Sky ATM Research 3 Joint Undertaking, Avenue Cortenbergh 100, 1000 Brussels

---

<sup>1</sup> 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”).

### How do we process your personal data?

Members and permanent observers, and their respective alternates of the GB sign two types of “Declarations of absence of conflict of interests” (the “Declarations”). One, on an annual basis and another, before participation to each meeting. Formats for each type of Declaration are defined by GB Decision GB(D)03-2021 on *Rules on confidentiality, prevention, avoidance and management of conflicts of interest of the SESAR 3 JU*.

Ad hoc observers sign the Declarations before the participation to the relevant meeting.

Other than the Declarations, discussions about the potential existence of a conflict of interest may take place during meetings, among participants, or preceding the meeting (a participant may address a concern to the Chair of the GB).

Documents are sent electronically to the Governing Board (GB) functional mailbox. Access to the GB functional mailbox is granted to the Secretary of the Governing Board, the Executive Director, the Deputy Executive Director, and ad hoc support staff.

The documents are stored in IDMS and are available to the Executive Director, Deputy Executive Director and Secretary of the Governing Board. Further access may be provided upon request on an ad-hoc basis.

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
- Obligation of confidentiality of the staff
- 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
- Windows 10 access to an active user account: Password renewed every 40 days

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

The following might have access to your personal data:

- Designated S3JU staff members
- The general public for names and function of GB members published in SESAR 3 JU website

## 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 you, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of the Regulation). You can exercise your rights by sending an email at [GBSecretariat@sesarju.eu](mailto:GBSecretariat@sesarju.eu).

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.

Data subjects have the **right to withdraw their consent at any time** by sending a written request to [GBSecretariat@sesarju.eu](mailto:GBSecretariat@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.

The content of these rights is detailed in the [Data Protection Notice page in the SESAR 3 JU website](#) which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and [edps@edps.europa.eu](mailto:edps@edps.europa.eu), and SESAR 3 JU DPO [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu)) as well as detailed information on the exercise of the rights.

Possible restrictions as laid down in Article 25 of the Regulation and the upcoming SESAR 3 JU decision on restrictions may apply.

## How long is the data retained?

- Declaration of interests for the participants to the SESAR 3 JU Governing Board are retained for 5 years after the discharge for the budgetary years to which the declaration relates
- The names and function of the members, permanent observers and alternates will remain in the SESAR 3 JU website as long as they remain members of the Governing Board

## 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](mailto:sju.data-protection@sesarju.eu), and
- the relevant team at [GBSecretariat@sesarju.eu](mailto:GBSecretariat@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](mailto:edps@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

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>

## Additional information

More information on Data Protection can be obtained in the [SESAR 3 JU register of data processing operations](#). A relevant privacy notice will be made available to the GB members before each GB meeting.