

PRIVACY NOTICE – SESAR JU Spotlight hybrid event 2021

The SESAR JU Spotlight hybrid event 2021 involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This privacy notice explains how the SESAR 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 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 SJU Spotlight hybrid event 2021
- b) Contact participants via the SESAR e-marketing tool, in advance of and after the event to provide relevant information related to the event
- c) Create audio/video recordings and pictures of the event
- d) Publish event recordings and pictures on SESAR JU website, newsletter, YouTube and online social media channels
- e) Enable the SESAR JU to track and analyse participation at its online event(s) in order to better manage webinars in the future

Which personal data do we process?

- Name, address, e-mail, organisation and function to register to the event
- Date of birth, passport or ID card number and license plate to grant access to the skeyes premises where the event is held
- Video recordings and photographs of the speakers and participants attending the event physically

Under what legal basis do we process your data?

- Article 5 (1)(a) of Regulation 2018/1725 (public interest)
- Article 5 (1)(d) of Regulation 2018/1725 (explicit consent)

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

Controller: The SESAR JU, Avenue Cortenbergh 100, 1000 Brussels

Processors: The SESAR JU entrusts the following external service providers to process personal data for the purpose of managing this event:

- TMAB Business Events([privacy notice](#))
- 20 Seconds to Midnight (20STM) ([privacy notice](#))
- Skeyes will act as a processor to check the details of participants and grant them access to its premises

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”).



- Zoom will be used as the web conferencing platform for the online part of the event ([privacy notice](#))
- Flexmail will be used to send the invitation to the participants ([privacy notice](#))

How is SESAR JU processing the personal data?

The SJU Spotlight event 2021 will be a hybrid event organised by the SESAR JU. The physical part of the event will take place at the premises of skeyes and the online part will take place via Zoom.

The processing of personal data starts from the moment that a data subject receives an informative email on the event. Interested participants enter their registration data into a form on the SESAR JU website. These data are stored on the SJU website. The SESAR JU uses this data to contact participants about the event. The registration will be sent to participants using Flexmail (our e-marketing tool) as an individual email.

The registration form may include the following opt in options:

- Consent to be added to the SESAR JU newsletter
- Consent to have photos/video taken and uploaded in the SJU website, newsletter, YouTube and social media channels

The SJU will provide the contact details of the participants attending the event physically at skeyes, so that skeyes can grant them access to its premises. There will be a “no photography” area in the event venue, so that participants not consenting to their pictures/video taken can place themselves there.

Regarding the online part of the event, participant information is not shown in the recordings, only the speaker names and organisation. The web conferencing platform used may collect some data on the browser experience of participants, such as their IP address, the event they visited, when they visited, the webpage they were redirected from and for how long they attended the event. More information can be found in [Zoom’s privacy notice](#).

TMAB manages the webinar platform on the day of the event and may also do an analysis of the event, for example average length of time attending the virtual event, stakeholder type or geographic reach of the event participants. The report is anonymous and only aggregated data are used to compile it.

The recordings and pictures of the event are stored on the SESAR JU shared communications drive with restricted access rights to the External Affairs and Communication Team and may also be published on the SESAR JU website, newsletter, social media channels and YouTube channel.

When completing the registration form, participants are asked to adhere to SESAR JU's terms and conditions, as well to confirm having read the specific privacy notice of the event.

You can find more details in the following privacy notices:

- [Registration of participants to SESAR JU events](#)
- [Organisation of physical events](#)
- [Webinars and online events](#)
- [Webinars and online events via Zoom](#)

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
- Participants are reminded to open the Zoom meeting via the browser and not the application
- The online event will be assigned to a meeting ID and password which will be communicated to the invited participants. Unauthorized participants are prevented to join the event by the contractor.
- The record function is only available to the host of the event and will only be used when there is no risk of disclosing any confidential information

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

- Data subject themselves
- Designated SJU 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
- The processors mentioned above 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 you, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of the 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 SJU will inform the data subject.

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.

The content of these rights is detailed in the [Data Protection Notice page in SJU website](#) which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and edps@edps.europa.eu, and SJU DPO sju.dataprotection@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 SJU Decision on Restrictions may apply.

How long is the data retained?

Video tapes, photographs and registration details are retained for the lifetime of the SESAR JU. This is in order for us to:

- Maintain a historical database of previous SESAR JU events
- Be able to contact previous event attendees in order to invite them to similar events in the future analyse trends in event attendance, for example – increases or decreases in event attendance and the types of stakeholders attending our events

Data subjects can always withdraw their consent and have their data deleted by contacting the team responsible at: communications@sesarju.eu



Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SJU: sju.data-protection@sesarju.eu and
- the SJU External Affairs & Communication 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 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 at the SESAR JU can be obtained in the [SJU register of data processing operations](#) and in the privacy notices published in the SESAR JU web site. This privacy notice will be included in the registration form.