

PRIVACY NOTICE – Registration of participants to SESAR 3 JU Innovation Days 2023 (record reference number: 51)

Registration of participants to SESAR 3 JU events (physical, online or hybrid) involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This privacy notice explains how the SESAR 3 JU uses any information you give to us upon registration to the SESAR Innovation Days 2023, 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 14 to 16 of the Regulation.

What is the purpose of the processing?

The processing of your personal data is necessary for the successful organisation and management of the event. More specifically, the data is required in order to:

- a) Register participants to the SESAR Innovation Days 2023
- b) Contact participants via email, SESAR mobile app or SESAR e-marketing tool, in advance of and after the event to provide relevant information
- c) Allow participants to access specific secured facilities through sharing their data in advance (in the case of site-visits)
- d) Publish event recordings and pictures on the SESAR 3 JU communication channels e.g. website, intranet and online social media channels
- e) Store registration details of participants for maintenance of SESAR 3 JU historical database of past events

Which personal data do we process?

- Name, address, e-mail, organisation and function
- In some cases date of birth, passport or ID card number and license plate may be required to grant access to the premises where the event is held (e.g. ENAIRE opening Ceremony)

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 3 JU, Rue de la Fusée 96. Brussels 1130. Belgium.

The SESAR 3 JU entrusts external service providers to process personal data for the purpose of registering participants to the event:

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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- Flexmail is normally used to send the invitation and event related pre/post communications to the participants ([privacy notice](#))

In addition, for this particular event the following actors shall have access to data as co-organisers:

- ENAIRE ([privacy policy](#)), for the purpose of the opening Ceremony (27 November), will process date of birth, passport or ID card number and license plate.
- University of Seville ([privacy policy](#)), the host of the main conference and exhibition 28-30 November
- Ryanair ([privacy policy](#)), the host of a site visit on 30 November
- Seville airport ([privacy policy](#)), the host of the site visit on 30 November

How is SESAR 3 JU processing the personal data?

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 3 JU website. These data are stored on the SESAR 3 JU website. The SESAR 3 JU External Affairs & Communication team can download the data and export it into excel. This export is required to retrieve the data for sending the pre/post event related content as mentioned above.

The SESAR 3 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, so that the email addresses are not visible to other participants or
- Email addresses will not be shared for networking purposes or otherwise and participants will not be contacted in advance of and after the events with further relevant information/notifications, unless consent is given by the participants in advance, in the registration form.

The registration form may include the following opt in options:

- Consent to be added to the SESAR 3 JU newsletter
- Consent to have photos/video of participants taken and uploaded in the SESAR 3 JU website, newsletter, YouTube and social media channels

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

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

- Data subject themselves
- Designated SESAR 3 JU staff members of the SESAR 3 JU External Affairs & Communication team
- Processors: External contractor supporting the SESAR 3 JU in the registration of event participants
- Co-organisers for the purpose of granting access to premises

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 SESAR 3 JU 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 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, and SESAR 3 JU DPO SESAR_3_JU.dataprotection@sesarju.eu) as well as detailed information on the exercise of the rights.

Possible restrictions to data subject's rights may apply as foreseen in Article 25 of the Regulation and 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?

Registration forms are retained for the lifetime of SESAR 3 JU to:

- To be able to contact previous event attendees in order to invite them to similar events in the future. We ask the participants for their consent to do so at the time of registration.
- Maintain a historical database of past SESAR 3 JU events and be able to analyse trends in event attendance, like 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 SESAR 3 JU: sju.data-protection@sesarju.eu and
- the SESAR 3 JU 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



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More information on Data Protection at the SESAR 3 JU can be obtained in the [SESAR 3 JU register of data processing operations](#) and in the privacy notices published in the SESAR 3 JU web site. This privacy notice will be shared with the event registration form.

You may also consult the following privacy notices:

- [Access to the SESAR 3 JU premises](#)
- [Organisation of physical events](#)
- [Webinars and online events organised by the SESAR 3 JU](#)
- [Webinars and online events via Zoom](#)
- [SESAR 3 JU mobile app](#)