



**PRIVACY NOTICE AND CONSENT FORM FOR PERSONAL DATA COLLECTED ON BEHALF OF ESA  
IN CONNECTION WITH THE ESA SWE PORTAL**

The European Space Agency (herein the “Agency” or “ESA”) is an intergovernmental organisation established by its Convention opened for signature in Paris on 30 May 1975 having its headquarters located at 24 rue du Général Bertrand, CS 30798, 75345 Paris Cedex 07, France.

Protection of Personal Data is of great importance for ESA, which strives to ensure a high level of protection as required by the ESA Framework on Personal Data Protection (herein the “ESA PDP Framework”) which applies in this field. ESA implements appropriate measures to preserve the rights of data subjects, to ensure the processing of personal data for specified and legitimate purposes, in a not excessive manner, as necessary for the purposes for which the personal data were collected or for which they are further processed, in conditions protecting confidentiality, integrity and safety of personal data and generally to implement the principles set forth in the PDP Framework, available at:[http://www.esa.int/About\\_Us/Law\\_at\\_ESA/Highlights\\_of\\_ESA\\_rules\\_and\\_regulations](http://www.esa.int/About_Us/Law_at_ESA/Highlights_of_ESA_rules_and_regulations)

ESA PDP Framework is composed of the following elements:

- the Principles of Personal Data Protection, as adopted by ESA Council Resolution (ESA/C/CCLXVIII/Res.2 (Final)) adopted on 13 June 2017;
- the Rules of Procedure for the Data Protection Supervisory Authority, as adopted by ESA Council Resolution (ESA/C/CCLXVIII/Res.2 (Final)) adopted on 13 June 2017; and
- the Policy on Personal Data Protection adopted by Director General of ESA on 5 February 2018 and effective on 1 March 2018.

This notice is intended to inform you, as data subject, about:

- the identity of the data controller and contact details of ESA Data Protection Officer (“DPO”);
- the type of personal data which is collected and processed;
- the modalities of collection of personal data;
- the purpose of the collection and processing;
- the recipients (if any) to whom the personal data of the data subject shall be disclosed;
- the time-limits for storing the personal data;
- the practical modalities of exercising the rights of the data subject under the ESA PDP Framework.

This notice is also enables ESA to obtain your consent relating to the collection and further processing of your personal data, under ESA PDP Framework.

**(1) Who is the Data Controller and for which purposes?**

1.1. Your personal data mentioned in point 3 below are collected and further processed for the following purposes:

- to provide you access to, and enable the use of the ESA SWE Portal;
- to send you notifications in connection with SWE Service updates and improvements relevant to you
- to send you newsletters and new features in relation to the above
- to invite you to participate in user surveys

For these purposes only as well as for the purposes mentioned in Article 5 of ESA Policy on Personal Data Protection, ESA is Data Controller.

ESA does not consider your personal data as an asset for sale or for commercial exploitation on behalf of ESA.



**(2) What are the contact details of ESA Data Protection Officer?**

**Concerning the collection or processing of your Personal Data on ESA's behalf:** according to ESA PDP Framework, your first point of contact is the ESA Data Protection Officer (“DPO”), who may be contacted at [DPO@esa.int](mailto:DPO@esa.int).

**(3) What kind of personal data about you are collected and further processed?**

As Data Controller, ESA has only authorised data Processors to process Your name, surname, email address, telephone number<sup>1</sup>, affiliation, country and IP address, only for legitimate purposes. You are required not to send the Agency any sensitive information (including information that indicate, directly or indirectly, the personnel's ethnic origin, political opinions, adhesion to unions, parties etc., health situation, sexual orientation).

**(4) To whom might we disclose your personal data?**

The Agency may disclose your personal data as shown in this Privacy Notice and stated in the General Terms and Conditions, in particular to

Recipient acting as...	Servers of the recipient are located in:
<p><i>Contractors involved in the operation, maintenance and hosting of the Portal and the included SWE Service Content as follows: Royal Belgian Institute of Space Aeronomy, Royal Observatory of Belgium, Astronomical Institute of Romania, Space Applications Services, Istituto Nazionale Di Astrofisica, University of Graz, Institute of 4D Technologies - Fachhochschule Nordwestschweiz, Academy of Athens, UK Met Office, STFC RAL Space, Technical University of Denmark, Catholic University of Leuven, DHConsultancy, University of Gottingen, Catholic University of Louvain, Deutsches Zentrum für Luft- und Raumfahrt, University of Turku, British Antarctic Survey, National and Kapodistrian University of Athens, University College London, Seibersdorf Laboratories, Paul Buehler, Czech</i></p>	<p><i>Belgium, UK, France, Spain, Germany, Romania, Austria, Switzerland, Czech Republic, Finland, Norway, Sweden, Denmark, Greece, Italy, Poland</i></p>

<sup>1</sup> Telephone number, country and affiliation are not required for overall SWE Service registration but may be required to access certain specific products/functionalities provided through the portal. The user will be prompted where this occurs.



<p><i>Academy of Sciences, Institute of Space Science Romania, Norwegian Mapping Authority, Polish Academy of Sciences, Finnish Meteorological Institute, Universitat Politecnica de Catalunya, British Geological Survey, University of Bergen, Swedish Institute of Space Physics, University of Alcala, Centre de Donnes de la Physics des Plasmas, Geoforschungszentrum , National Observatory of Athens, Hoeg4Research, Deimos Space UK, Univ. Paris-Saclay</i></p>	
--	--

**(5) For how long are Your personal data retained on ESA’s behalf?**

Your personal data are retained as long as you remain registered for the ESA SWE Services. You may request that your data is deleted at any time.

**(6) How can you erase, rectify, complete or amend your personal data?**

The Agency is keen to collect and process accurate personal data and to keep it up to date. You may request the erasure, rectification, completion or amendment of your personal data if, and to the extent that it is inaccurate or incomplete, having regard to the purposes for which they are collected and processed, or if they are processed in violation with the principles referred in ESA PDP Framework.

If you choose to make a request for the erasure of personal data, you understand and agree that the above-mentioned request should be submitted to the ESA DPO, as first point of contact, by sending an email to: [dpo@esa.int](mailto:dpo@esa.int), copy to: [helpdesk.swe@ssa.esa.int](mailto:helpdesk.swe@ssa.esa.int)

**(7) What could you do in case of a data protection incident?**

In case of a data protection incident, contact the ESA DPO by sending an email to: [dpo@esa.int](mailto:dpo@esa.int)

In case you wish to submit a complaint, you are required to comply with the Rules of Procedure of the Supervisory Authority set forth by ESA PDP Framework. You will be required to demonstrate that a data protection incident occurred in relation to your personal data, following a decision of the Agency or at least to justify serious reasons to believe that such incident occurred.

**Your consent**

I agree that ESA and/or the parties on behalf of ESA, will collect, use or process my personal data

- [For the purpose of](#)
- providing me access to, and enabling the use of the ESA SWE Portal
- sending me notifications in connection with SWE Service updates and improvements
- inviting me to participate in user surveys



*How and when can you withdraw your consent?*

You can withdraw your consent at any time by sending an email to the SWE Helpdesk [helpdesk.swe@ssa.esa.int](mailto:helpdesk.swe@ssa.esa.int)