

Annex A: Declaration of Commitments, Interests and Confidentiality

First Name: Isabella

Last name: Poldrugo

Position/mandate held at the EUSPA / Administrative Board: Alternate

I declare that I will perform all activities in connection with the Administrative Board and its Working Groups ('Board') with utmost care, I will apply the highest professional standards and I will act in the interest of the EUSPA.¹

Should I become aware of any situation of an actual or potential conflict of interest involving my person I will immediately report it to Chairperson of the Board. I accept that the Chairperson of the Administrative Board may take necessary measures to address such situation. I undertake to provide all reasonable support to this effect and acknowledge that I shall not be entitled to or claim any compensation as a result of any such measures.

I undertake to treat and keep in confidence and apply strict confidentiality to any information given to or obtained by me in connection with the activities of the Board and to limit any possible disclosure of such information to entities under a strict Need to Know determined by the Administrative Board Member and subject to confidentiality undertakings at least equivalent to those under the present declaration as well as avoidance of conflict of interest undertakings. I agree that I will continue to be bound by these obligations after the term of my involvement in the activities of the Board.

I declare hereby the following direct and indirect interests which are relevant for assessing my independence in performing the tasks in connection with the Board activities²:

I. Employment and other professional activities

Employment or any other professional relationship (e.g. consultancy, legal representation or advice) with a commercial entity³ or other organisation⁴ with an interest in the field of activity of the EUSPA within the past 5 years:



No



Yes, and more in particular:

¹ This paragraph is not applicable to observers.

² If the sheets of the present declaration are insufficient, it is possible to use blank ones, provided that they are signed and at attached to the Declaration.

³ This includes any commercial business, consultancy, research institution or other enterprise whose funding is significantly derived from commercial sources. It also includes independent own commercial businesses, law offices, consultancies or similar.

⁴ An 'organisation' includes governmental, international or non-profit organisations, as well as interest groups.

Function/Activity	Time period (from...until month/year)	Name of organisation or commercial entity	Description

II. Membership of Governing Bodies, Advisory Bodies or equivalent structure

Participation in the internal decision-making of a commercial entity or other organisation with an interest in the field of activity of EUSPA (e.g. board membership, directorship) within the past 5 years or participation in the works of an Advisory Body related to the EUSPA activity with voting rights on the outputs of that entity within the same period:



No



Yes, and more in particular:

Function/Activity	Time period (from...until month/year)	Name of organisation or commercial entity	Description

III. Other membership or affiliation

Membership or affiliation within the past 5 years other than the above that can be perceived as creating a potential conflict of interest:



No



Yes, and more in particular:

Function/Activity	Time period (from...until month/year)	Name of organisation or commercial entity	Description

IV. External funding

Reception of any financial support from a commercial entity or other organisation with an interest in the field of activity of EUSPA (including grants, rents, donations, sponsorships, fellowships, non-monetary support) by me or any entity to which I belong:



No

- ☐ Yes, and more in particular:

Function/Activity	Time period (from...until month/year)	Name of organisation or commercial entity	Description

V. Investments

Current investments in a commercial entity with an interest in the field of activity of EUSPA, including holding of stocks and shares, stock options, equity, bonds, partnership interest in the capital of such undertaking, one of its subsidiaries or a company in the capital of which it has a holding:⁵



No

- ☐ Yes, and more in particular:

Investment	Name of organisation or commercial entity

VI. Intellectual Property

Ownership of any intellectual property rights (e.g. patent, trademark, copyright or proprietary know-how) in the field of activity of EUSPA that might create a potential conflict of interest:



No

- ☐ Yes, and more in particular:

Intellectual Property	Name of organisation or commercial entity	Description

VII. Public statements and positions

Delivering of an expert opinion or testimony in the field of activity of the EUSPA for a commercial entity or other organisation as part of a regulatory, certification, standardisation, legislative or judicial

⁵ You may exclude financial interests held through an investment fund, pension fund and/or interests in non-nominal unit trusts or similar arrangements, provided that these investments are broadly diversified and you have no influence on their financial management.

process within the past 5 years or holding an office or other position, paid or unpaid, where I represented interests or defended an opinion in the field of activity of EUSPA within the same period:



No



Yes, and more in particular:

Function/Activity	Time period (from...until month/year)	Name of organisation or commercial entity	Description

VIII. Other relevant information

Any Other elements that could be seen as jeopardising my independence when working for the Agency:

IX. Interests held by close family members⁶

Current interests of my close family members in the field of activity of the Agency (as specified above in the sections I.-VIII.):

Function/Activity	Name of organisation or commercial entity	Description

I declare that I have read and understood the General EUSPA Policy on the Prevention and Management of Conflicts of Interest, Article 18 of the Rules of Procedures of the Administrative Board.

I declare that the present Declaration is at my best knowledge accurate and complete. If it applies to my situation in accordance with Article 18 of the Rules of Procedure, I shall undertake to update the Declaration annually and whenever necessary, in particular in the event of any relevant change in my personal circumstances.

I understand that Declarations of the Chairperson of the Administrative Board, the Deputy Chairperson of the Administrative Board and, where appropriate, the Chairpersons of Working Groups

⁶ For this purpose 'close family members' are considered to be the persons forming a household with the person making this declaration (spouse, partner, and/or dependent children). For privacy reasons neither the relationship nor the name is to be included. Only current interests held by close family members are of relevance and not past interests.

will be published on the EUSPA website, in accordance with the modalities of the privacy statement here below.

Any personal data I provide in this form and in my summary CV (submitted separately) will be processed in accordance with the applicable rules 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 (currently Regulation (EU) 2018/1725) and the modalities of the following privacy statement:

Identity of the Controller and Data Protection Officer:

- **Controller:** European Union Agency for the Space Programme (EUSPA), Administrative Board Secretariat, Janovského 438/2 170 00 Prague 7, Czech Republic, adminboard@euspa.europa.eu
- **Data Protection Officer:** EUSPA Data Protection Officer, Janovského 438/2 170 00 Prague 7, Czech Republic, dpo@euspa.europa.eu

Purpose of the processing: for the purpose of ensuring that persons involved in the activities of the Administrative Board act in the public interest and independently of any external influence:

- The personal data of all persons involved in the activities of the Administrative Board are collected by way of (i) filling in the declaration of commitments, interests and confidentiality and (ii) submitting a summary curriculum vitae (CV) in a format of their choice;
- The personal data of every Member and Alternate, including those of the Chairperson of the Administrative Board, the Deputy Chairperson of the Administrative Board and, where appropriate, the Chairpersons of the Working Groups that are included in the submitted summary CVs are further published on the EUSPA website.
- The personal data of the Chairperson of the Administrative Board, the Deputy Chairperson of the Administrative Board and, where appropriate, the Chairpersons of Working Groups that are included in the declaration of commitments, interests and confidentiality are further published on the EUSPA website by way of publishing the entire declaration.

Data concerned:

- data of persons involved in the Administrative Board's activities (who are required to fill in the declaration and submit a summary CV): name, last name, position, information on employment and other professional activities in the field of activity of the EUSPA, information on membership of governing bodies, advisory bodies or equivalent entities in the field of activity of the EUSPA, information on other types of membership, information on receipt of financial support from entities in the field of activity of the GSA, information on investments in entities in the field of activity of the EUSPA, information on ownership of intellectual property rights in the field of activity of the EUSPA, information on public statements and positions in the field of activity of the EUSPA,
- data of close family members (**without specification of their name, last name or nature of relationship**) of persons involved in the Administrative Board's activities: information on interests in the field of activity of the Agency

It is noted that the aim of the declaration of commitments, interests and confidentiality and of the summary CVs is not to process any special categories of data. If, however, a data subject includes at its own volition such categories of data in its declaration and/or summary CV, the EUSPA will treat them for the sole purpose of immediately cancelling them. Such data will not be stored or treated in any other manner.

Any personal data pertaining to close family members (e.g. name, last name, nature of relationship) which may be included in the declarations and/or summary CVs, will be redacted prior to the publication of the declarations and summary CVs on the EUSPA website.

Legal bases: Article 5(1)(a) of Regulation (EU) 2018/1725⁷ and, with limited reference to the special categories of data and for the sole purposes mentioned above, Article 10(2)(g) of Regulation (EU) 2018/1725⁸.

Lawfulness of the processing: the processing is necessary for the performance of a task carried out in the public interest.

Recipients of the data processed:

- a limited number of staff of the EUSPA managing the activities of the Administrative Board and its Working Groups;
- a limited number of staff of EUSPA contractors in charge of the provision of hosting services for the EUSPA servers;
- members of the public, **only in the case of personal data which are published on the internet (EUSPA website) as explained above**

Information on the retention period and storage locations of personal data:

- signed declarations/submitted summary CVs and the personal data included therein are kept for a period of 5 years from the date on which they are signed or submitted;
- signed declarations/submitted summary CVs are stored on EUSPA servers hosted by EUSPA contractors which are located in the EU and abiding by the necessary security provisions

The data subject's rights:

- Data subjects have the right of access, rectification and erasure of their personal data or restriction of processing at any time. Requests shall be addressed to the EUSPA Administrative Board Secretariat at adminboard@euspa.europa.eu by describing your request explicitly;
- Data subjects have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her. Requests shall be addressed to the EUSPA Administrative Board Secretariat at adminboard@euspa.europa.eu by describing your request explicitly. It is noted that pursuant to such a request, the Controller shall no longer process the personal data unless the Controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims;
- Data subjects are entitled to lodge an appeal at any time with the European Data Protection Supervisor (EDPS) at edps@edps.europa.eu should they consider that the processing operations do not comply with the applicable rules.

Date: 04/11/2024

Signature: 

⁷ Such reference may be changed in the future in case a new piece of legislation is adopted which would repeal the current Regulation.

⁸ Such reference may be changed in the future in case a new piece of legislation is adopted which would repeal the current Regulation.