

**Privacy statement on the protection of personal data in relation to the online subscription to  
EUSPA email alerts**

The European Union Agency for the Space Programme (EUSPA) is committed to protect your personal data and to respect your privacy. All personal data are dealt with in compliance 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) No 2018/1725).

This privacy statement explains how EUSPA collects, manages, and uses data related to subscriptions of EUSPA email alerts (hereinafter as "email alerts") via the online consent form on EUSPA's website. The email alert will be automatically generated and sent each time an update is published.

Currently, EUSPA offers email alerts on EUSPA Careers, Grants, Procurement, Press Releases. However, these may change in the future or may be complemented by additional alerts.

**Identity of the controller:**

Controller: European Union Agency for the Space Programme (EUSPA), Head of the Communications Department; [com@euspa.europa.eu](mailto:com@euspa.europa.eu)

DPO: European Union Agency for the Space Programme (EUSPA), Data Protection Officer; [dpo@euspa.europa.eu](mailto:dpo@euspa.europa.eu)

**Purpose of processing:**

The purpose of the processing is the collection of the data:

- 1) to establish list(s) of subscribers wishing to receive the email alerts from EUSPA; on the basis of the data subjects' preferences, different lists are established according to subscribers' choice of different alert options (i.e. EUSPA Careers, Grants, Procurement, Press Releases);
- 2) to send subscribers the EUSPA email alerts (as per their choices explained above);
- 3) occasionally, to send a satisfaction survey in order to obtain feedback on the content of the newsletters.

**Data/Categories of data concerned:**

**Data collected via the submission form:**

Data subjects submit the following mandatory data: full name and email address.

The non-mandatory data the data subject can submit are: name and type of their organisation. However, these are not necessary for the purpose of completing the subscription.

For the purpose of sending out satisfaction surveys, no additional personal data is collected from the data subjects; the surveys are sent out directly to subscribers.

### **Recipients/Categories of recipients of the data processed:**

Access to personal data is granted on a 'need to know' basis to:

- A limited number of EUSPA staff managing the queries
- Data processors: EUSPA engages external contractors which are bound by personal data protection rules equal to those applying to the EUSPA:
  - a limited number of staff of the EUSPA contractors, including its subcontractors, in charge of communication service

Any recipient shall be reminded of its obligation not to use the data received for other purposes than the one for which they were transmitted.

### **Legal basis/Lawfulness of the processing:**

- Processing is based on the consent of the data subject (Art. 5(1)(d) of Regulation 2018/1725): all users must indicate their consent to the processing of the personal data by filling in and submitting the online consent form available on the EUSPA contact form website.

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

1. Personal data is stored electronically on the servers of the EUSPA or of its contractors located in the EU.
2. Personal data will be retained therein for 3 years, commencing from the subscription of the data subject to the email alerts; once the retention period is over, confirmations via email will be sent to allow for the re-subscription or withdrawal of consent.
3. Should the data subject decide to cancel the subscription, personal data will be destroyed from all storage locations.

In order to protect your personal data, EUSPA has put in place a number of technical and organisational measures. Technical measures address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the processing risk and the nature of the personal data being processed. Organisational measures involve limiting access to personal data to authorised individuals with a legitimate need to know for the specified processing operation.

EUSPA's contractors (processors) are bound by specific contractual clauses for any processing operations of your personal data on behalf of EUSPA. The processors have to put in place appropriate technical and organisational measures to ensure the level of security required by EUSPA.

### **Transfer of personal data to third countries:**

The EUSPA websites (incl. [euspa.europa.eu](http://euspa.europa.eu), [usegalileo.eu](http://usegalileo.eu), [cassini.eu](http://cassini.eu), [euspaceweek.eu](http://euspaceweek.eu)) are hosted on servers established in the Union and/or by cloud hosting services providers which are certified under the EU-U.S. Data Privacy Framework, meaning that they provide an adequate level of protection of personal data.

### **The data subjects' rights:**

Data subjects have the right:

- To obtain confirmation as to whether or not his or her personal data are being processed, access the data and obtain detailed information on the processing;
- Of rectification of inaccurate personal data;
- Of erasure of personal data if the statutory provisions are met;
- Of restriction of processing if the statutory provisions are met;

- To data portability if the statutory provisions are met;
- To withdraw the consent to personal data processing at any time without affecting the lawfulness of the processing before the consent's withdrawal;
- To lodge a complaint to the European Data Protection Supervisor at [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu) should they consider that the processing operations do not comply with Regulation (EU) No 2018/1725.

Any request for the exercise of any of the abovementioned rights shall be addressed to the EUSPA Communications Department at [com@euspa.europa.eu](mailto:com@euspa.europa.eu); data subjects are kindly requested to describe their requests explicitly.

**Contact information:**

- If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller: [com@euspa.europa.eu](mailto:com@euspa.europa.eu);
- Regarding the interpretation, application or breach of Regulation (EU) 2018/1725, please contact the EUSPA Data Protection Officer (DPO) at [dpo@euspa.europa.eu](mailto:dpo@euspa.europa.eu).
- You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the data controller.