

## PRIVACY STATEMENT ON THE PROTECTION OF PERSONAL DATA

### ECHO 2 Dissemination Workshop on 7-8 November 2024

EUROCONTROL protects your personal data in accordance with the [EUROCONTROL Regulation on Personal Data Protection](#), adopted by the Permanent Commission and published in 2024.

Registration and participation to EUROCONTROL meetings and events (physical, online or hybrid) involves processing of personal data, which shall comply with the EUROCONTROL Regulation on Personal Data Protection.

#### 1. What is ECHO 2 Dissemination Workshops? Why do we collect, store and process your data?

This privacy statement concerns the processing of personal data by EUROCONTROL when managing registrations for the ECHO 2 Dissemination Workshop taking place at CIRA's Headquarters in Italy from 7 to 8 November 2024.

ECHO 2 is a three-year SESAR 3 Joint Undertaking's project coordinated by EUROCONTROL which is building on research from the initial ECHO project that developed a concept of operations (ConOps) for higher airspace. Specifically, the project will focus on introducing a module on space launch real-time monitoring, and packages covering ground and air-ground operational integration procedures.

The purpose of the processing is to ensure the proper organisation, conduct and management of meetings, workshops, webinars or other similar events in which EUROCONTROL stakeholders participate and which are organised or co-organised by EUROCONTROL.

In this context, personal data may be collected for the following purposes:

- register participants to the on-site workshop;
- contact participants via email/letter in advance of and after the event to provide relevant information;
- create networking opportunities through the sharing of participants' contact details;
- processing opt-ins (explicit consents, e.g. participation at event, subscription to a newsletter) collected through online registration form;
- managing your access to CIRA's Headquarters premises;
- store registration details of participants for maintenance of EUROCONTROL historical database of past events;
- drafting minutes, reports, notices, proceedings, news, newsletters, photographs,
- (live) web-streaming and/or audio and video recording of speakers and participants, presentations of speakers, including on internet/intranet, in the context of events organised by EUROCONTROL, and
- publish event recordings and pictures on EUROCONTROL intranet, website, newsletter, and online social media channels

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We use photographs and recordings to promote the workshops and the work that we do. This might be to advertise our programmes and events, and to support our campaigning and advocacy work. We take photographs and recordings of people attending our programmes and meetings. We always obtain prior permission from the individual to take and use their image and explain how we intend to use it. Our legal basis for using personal information for this purpose is consent.

## 2. What data do we collect, store and process about you?

In order to carry out the processing, we hold the following categories of data related to you:

- **Identification data:** first/last name, gender (for the correct title), function/title, name of organisation, postal address, city/zip code, country, e-mail, phone/mobile numbers, areas); nationality, date of birth, passport or identity card number and its date of issue and expiry (for accessing the premises where the meeting/event is held); online identifiers (device ID, IP address and/or cookie identifier);
- **professional background:** function/title, name of organisation, areas of expertise, fields of interest;
- **financial information** (such as a payment card number or bank account) may be collected for the payment of fees of the meeting/event or for possible reimbursements;
- **dietary requests** (if any) or **specific access** requirements and/or requests for physical assistance;
- **personal data available via audiovisual content** (e.g. photographs/pictures, photo shoots, presentations etc.) that might be available on the internet/intranet in the context of the meetings and in the framework of EUROCONTROL activities (only with the explicit permission of each participant): voice recordings, video recordings, or an image of a data subject.

## 3. Who is your data disclosed to? Who has access to your data?

Access to your personal data is provided to EUROCONTROL staff directly involved in the organisation of the workshops as well as to colleagues at the Italian Aerospace Research Centre (CIRA) to manage your access to their premises, according to the “need to know” principle.

Authorised staff of EUROCONTROL have access to the personal data provided by participants for the registration to the event, lists of participants, mailing lists, paper files and electronic files containing information related to day-to-day correspondence. The data is necessary for the organisation and management of meetings and follow-up activities.

Authorised staff of EUROCONTROL processors and external contractors may be provided with the data relevant for them to provide the required logistical and organisational support. That may include mailing lists and/or drawing up their own mailing lists, and creation of their own paper/electronic records based on contacts with the panel members for the purposes of organising meetings.

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For meetings that include or are managed by external contractors, there may be exchanges of information with participants in order to arrange travel and accommodation and possible dietary requirements.

Security services may collect and handle personal data of the participants for security purposes, prior to events held at the premises of CIRA.

In case catering services are being provided, the supplier of such services will be provided with any dietary requirements you have made.

#### 4. How long is your data kept?

EUROCONTROL only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

- Personal data related to the **organisation and management of the meeting/event**: Personal data provided during the registration, before, during or after the event will be stored for 1 year after the meeting/event. All paper and electronic records concerning the day-to-day correspondence and reports containing aggregated data are kept for a period of 6 months.
- The data processed for the purpose of **security and access to the CIRA facilities** is retained until the end of the workshop, so it will be deleted as soon as the workshop has come to an end.
- Personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the meeting/event, but no later than 6 months after the end of the meeting/event.
- Recordings:
  - Audiovisual material collected in the course of the meeting/event, will be kept for 5 years after the meeting/event before being deleted.
  - Recordings from the web-streamed meeting/event will be kept for 5 years before being deleted.
- Personal data shared with the controller for future mailing purposes is collected on the basis of consent and will be deleted as soon as you communicate us you no longer wish to receive EUROCONTROL's newsletter.

#### 5. What are your rights under the EUROCONTROL Data Protection Regulation?

You have the right to access, rectify, complete and update your data option a) using self-service interfaces (i.e. online tool function to edit your profile) and the update is immediate/option b) by contacting [echo-info@eurocontrol.int](mailto:echo-info@eurocontrol.int). You have the right to object to the use of your personal data in some circumstances. You may also delete your personal information. You have the right to request additional information about the handling of your personal data by contacting [echo-info@eurocontrol.int](mailto:echo-info@eurocontrol.int)

#### 6. How can you withdraw consent you have given to EUROCONTROL

Concerning the photos taken during the meeting/event and personal data shared with the controller for future mailing purposes, you may withdraw your consent in any moment by contacting [echo-info@eurocontrol.int](mailto:echo-info@eurocontrol.int).

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Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to.

## 7. What do we do to avoid misuse or unauthorised access to data concerning you?

EUROCONTROL is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure EUROCONTROL has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected from you.

## 8. What safeguards do we apply when we transfer your data to third parties?

We will not, under any circumstances, share with or sell your personal information to any third party for marketing purposes, and you will not receive offers from other companies or organisations as a result of giving your details to us.

## 9. Who can you contact if you have questions or want to make a complaint?

For any queries related to your personal data, please contact: [echo-info@eurocontrol.int](mailto:echo-info@eurocontrol.int) which is the entity/team responsible for the processing of the personal data concerning you.

Complaints can be addressed to EUROCONTROL's [Data Protection Officer](#).

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