



PRIVACY NOTICE – Registration of participants to SJU events (physical, online or hybrid) (record reference number: 51)

Registration of participants to SJU 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 JU uses any information you give to us, 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 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?

- a) Register participants to the SJU physical, online or hybrid events
- 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) Create networking opportunities through the sharing of participants’ contact details
- d) Store registration details of participants for maintenance of SESAR 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

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 JU, Avenue Cortenbergh 100, 1000 Brussels

On some occasions, the SESAR 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”).



- Flexmail is normally used to send the invitation to the participants ([privacy notice](#))
- Livestorm is used for webinars ([privacy notice](#))
- In certain cases the link will be sent directly via the web-conferencing platform (e.g. Zoom, Webex etc.). In such cases the platform will act as a processor. You will be notified prior to the event in such case and the platform's specific privacy notice will be shared with you.

How is SESAR 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 JU website. These data are stored on the SJU website. The SJU 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.

In the case of webinars, registration may be done directly in Livestorm. In this case, registration data are stored within Livestorm.

The SESAR 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
- With certain platforms (e.g. Livestorm or Zoom) links can be sent only directly via the web-conferencing platform

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 JU newsletter
- Consent to share details with the other event participants (name, organisation, job title and email)
- Consent to have photos/video of participants taken and uploaded in the SJU 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 SJU staff members of the SJU External Affairs & Communication team
- Processors: External contractor supporting the SESAR JU in the registration of event participants

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 SJU 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 SJU website](#) which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and edps@edps.europa.eu, and SJU DPO sju.dataprotection@sesarju.eu) as well as detailed information on the exercise of the rights.

Possible restrictions as laid down in Article 25 of the Regulation and the upcoming SJU Decision on Restrictions may apply.

How long is the data retained?

Registration forms are retained for the lifetime of SESAR 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 SJU 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 SJU: sju.data-protection@sesarju.eu and
- the SJU 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

More information on Data Protection at the SESAR JU can be obtained in the [SJU register of data processing operations](#) and in the privacy notices published in the SESAR 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 SJU premises](#)
- [Webinars and online events organised by the SESAR JU](#)
- [Webinars and online events via Zoom](#)
- [SESAR JU mobile app](#)