

## **Space Resources Week Privacy Notice**

Last revised: December 2023

On 18 November 2020, an implementation agreement concerning cooperation activities at ESRIC was signed between the Ministry of the Economy, as the supervisory body of the Luxembourg Space Agency (LSA), the Luxembourg Institute of Science and Technology (LIST), a leading mission-driven research and technology organisation, and ESA. The Centre is embedded in Luxembourg's space ecosystem, which is promoted and supported by LSA. ESRIC is operated and hosted by LIST.

Please kindly note that the Space Resources Week is jointly organised by LIST, LSA and ESA (hereafter **"the Organisers"**, **"We"**).

### **1. An overview of data protection**

LIST, LSA and ESA are committed to ensure the highest standards of data protection in compliance with the national applicable legislation and with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereafter **"GDPR"**).

The present notice aims at illustrating what personal data LIST collects about you, the reason why we use your data and, as the case may be, share your data and the applicable retention periods. Additionally, the notice also provides you with information regarding your rights, how to exercise them and whom you can contact in case of any query.

### **2. Scope of the notice**

The present notice is directed to:

- users or visitors of the Space Resources Week's website (hereafter the **"website"**),
- users registering for any of the events organized in the course of the Space Resources Week (including public lectures and conferences and online events such as webinars - hereafter **"Event"**),
- individuals who contact us by any means in relation to the Space Resources Week,
- individuals who submit papers in the context of the call for papers for the Space Resources Week 2024.

Hereafter together **"you"** or **"Participant"**.

### **3. Identity of the data controller**

In the framework of this Event, LIST qualifies as independent controller.

Our contact details are set out in Section 11 ("Your rights and how to exercise them") below.

### **4. Why and how your personal data is processed**

LIST collects and uses personal data of Participants for the following purposes:

Purpose	Details
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<b>To perform and execute agreements</b>	<p>In the case of sponsors, speakers, authors and remaining Participants purchasing registrations for the Event, LIST processes personal data needed to perform and execute the required agreements. This includes:</p> <ul style="list-style-type: none"> <li>• to prepare and execute agreements;</li> <li>• to deliver the Event;</li> <li>• to process payments and refunds; and</li> <li>• to manage invoices</li> <li>• to issue certificates.</li> </ul>
<b>Event management</b>	<p>To properly organize and deploy Event, which includes:</p> <ul style="list-style-type: none"> <li>• managing Participants' registration and participation to an Event (e.g. creation and management of user accounts in our event management platform, distribution of badges, provide updates and details regarding an event, distribution of satisfaction forms, managing complaints, feedback and queries regarding an Event, issue of certificates of attendance upon request);</li> <li>• ensuring the broadcast of the Event</li> <li>• receiving and evaluating papers submitted in the context of a call for papers related to an Event;</li> <li>• ensuring the security of our premises and facilities, as well as to provide Participants access to the premisses of an Event;</li> <li>• taking photographs and/or videos of an Event for dissemination in different media (LIST Intranet, LIST's social media accounts, conferences..) and promotion to the general public;</li> <li>• publishing and sharing attendance lists as well as biographies and list of speakers, sponsor and authors;</li> <li>• performing statistics and evaluation of Events.</li> </ul>
<b>Management of scientific papers submission</b>	<p>The aim of this activity is to ensure that applicants can present their scientific research and publication to the public of the Event. To do so, the applicant has to submit his/her scientific paper via the Event website. These data will handled by the internal Communication team of the Organizations as well as the Evaluation Committee, who is in charge of the review and selection of the papers.</p>
<b>Processing of contact details for inviting to future events</b>	<p>To process contact details to contact and invite Participants to ESRIC's future events.</p>

## 5. How we obtain the personal data of Participants

Generally, we obtain the personal data directly from Participants, typically at the registration to an Event, when attending an Event, when communicate with us in relation to an Event, when completing our feedback forms or surveys or when submitting a scientific paper.

In some cases, we may obtain the personal data from third parties:

- a third party who may register the Participant for a LIST's Event on his/her behalf,
- a third party who may submit the paper within the context of the call for papers and indicate the Participant as author,
- LIST's IT providers as better explained below.

## 6. Categories of personal data we process

The categories of personal data that we collect about you may vary depending on the type of Event. Those include:

- Contact details: name, surname, address, email, phone number,
- Professional information: company/organisation, job title,
- Economic and financial information: Payment method, Credit card (last 4 digits and first 6 digits), information about the transaction (authorised, expired, declined, failed, date and time of the transaction), full transaction ID,
- Technical data: device identification data and traffic data (e.g. MAC addresses, web logs, IP address),
- Your image, audio and likeness (as captured on a webinar, in photographs or recordings taken at the Event),
- Records of communications sent to You or received from You,
- Any other requirement (such as accessibility requirements and emergency contacts).

## 7. Legal basis for processing

Below you can find the list of legal basis on whose grounds LIST collects and processes Participants' personal data:

Purpose	Legal basis
<b>To perform and execute agreements</b>	The processing of personal data is necessary for a <b>contract</b> with the Participant, in the case of sponsors, speakers, authors and remaining Participants purchasing registrations for Events.  After the Event, in the case of financial transactions, LIST will need to process personal data to <b>comply with legal obligations</b> .
<b>Event management</b>	LIST processes personal data for such purpose under LIST's <b>legitimate interest</b> in properly organizing and deploying Events. The use made of the personal data benefits the individuals since it allows LIST to deliver the Event the Participant has registered for.

<b>Management of scientific papers submission</b>	<b>Consent</b> provided during the Event registration. To withdraw consent, contact LIST at <a href="mailto:contact@esric.lu">contact@esric.lu</a> .
<b>Processing of contact details for inviting Participants to future events</b>	<b>Consent</b> provided during the Event registration. To withdraw consent, the Participant can click the unsubscribe link in the footer of any email received or contact LIST at <a href="mailto:contact@esric.lu">contact@esric.lu</a> .

## 8. Share of your personal data with third parties

LIST may share your personal data with:

- LIST's internal departments on a need-to-know basis, in order to ensure the proper organization and management of the Event,
- The public in general in relation to dissemination of photographs and videos,
- External service providers that perform services on LIST behalf, such as catering companies, event organisation or communication agencies service providers and IT service providers,
- The Organizers of the Event,
- The scientific committee that is in charge of evaluating and selecting the scientific papers and that is composed of experts from LIST, ESA, LSA.
- Some of the mentioned recipients of your personal data may be in countries outside the European Union or the European Economic Area (**EU/EEA**):
- Swoogo LLC: We use Swoogo, a company based in the United States, as our submission platform for scientific papers and mailing list. Swoogo as our processor must ensure the compliance of its subcontractors providing contractual services outside the EU/EEA with EU data protection regulations. Transfers out of the European Union and European Economic Area, are governed by Standard Contractual Clauses. Further details are made available by the processor: <https://swoogo.events/legal/privacy/>
- Microsoft Ireland Operations Limited: This processor is based in Ireland and is the provider of MS Teams, a videoconferencing application. Microsoft may transfer, store and process personal data in the United States or any other country in which Microsoft or its contractors maintain facilities. Transfers out of the European Union and European Economic Area, are governed by Standard Contractual Clauses. For further details, please have a look at the following page: <https://privacy.microsoft.com/en-gb/privacystatement>
- PayPal (Europe) S.à r.l. et Cie, S.C.A: We use Braintree Paypal to process online payments, which is a payment service provided by PayPal (Europe), a company based in Luxembourg. PayPal may transfer, store and process your personal data in countries outside the European Union and European Economic Area country in which PayPal or its contractors maintain facilities. These transfers will be done based on Binding Corporate Rules. PayPal acts in its capacity as data controller when processing your transactional data. For further details, please have a look at the following page: <https://www.braintreepayments.com/lu/legal/braintree-privacy-policy>

## 9. Ensuring personal data security and integrity

In compliance with the applicable data protection legislation, LIST has put in place appropriate technical and organisational measures in order to prevent or act upon any unauthorised and unlawful processing or disclosure, accidental loss, modification or destruction of personal data. These measures are implemented based on the current state of art, an evaluation of the risks derived by the processing activity and the need to protect personal data. Such technical and organisation measures are regularly updated and/or adjusted to new technical developments or any organisational change that may affect LIST.

In particular, access on a need-to-know basis has been implemented to ensure only staff with appropriate need for the purpose has access to the personal data of Participants in LIST Events. Additionally, we have data processing agreements in place with our processors.

## 10. Data retention periods

LIST will only retain your personal for a period of time that is strictly necessary for the purposes for which we collect your data, without prejudice to LIST to keep them for a longer duration for legal and/or regulatory obligations applying to LIST or due to exceptional situations that would justify them being kept longer (judicial procedure, etc.). Below are the details regarding the time we keep your personal data:

Purpose	Legal basis
<b>To perform and execute agreements</b>	The personal data will be retained for 30 years (maximum) from the termination of the agreement in accordance with Art. 2262 Code Civil.
<b>Event management</b>	In this case, we will keep the personal data in accordance with our retention schedule.
<b>Management of scientific papers submission</b>	The data is kept until the final book of abstracts is published.
<b>Processing of contact details for inviting Participants to future events</b>	Until you unsubscribe to the newsletter.

## 11. Your rights and how to exercise them

With regards to your personal data collected and processed by LIST, you may exercise at any time the following rights:

- **Right to access:** You have the right to receive confirmation about whether or not your personal data is being processed by LIST. If that is the case, you have the right to know what data is being collected and processed and to obtain a copy of it;
- **Right to rectification:** If the personal data we hold about you is inaccurate or incomplete, you have the right to request to have it rectified;
- **Right to erasure:** Subject to certain conditions specified in art. 17 of the GDPR, you have the right to have your personal data deleted by LIST;

- **Right to restriction of processing:** Subject to certain conditions specified in art. 18 of the GDPR, you have the right to obtain restriction of the processing of your personal data performed by LIST;
- **Right to data portability:** Subject to certain conditions specified in art. 20 of the GDPR, you have the right to obtain a copy of the personal data you provided to LIST in in a structured, commonly used and machine-readable format and to request the transfer of these data to another data controller;
- **Right to object:** You have the right to object the processing of your personal data when the conditions set out in art. 21 of the GDPR apply;
- **Right to withdraw consent:** If LIST is processing your personal data based on your consent, you have the right to withdraw that consent at any time. The withdrawal of such consent shall not affect the lawfulness of processing based on consent before its withdrawal.
- **Right to lodge a complaint with a supervisory authority:** You have the right to lodge a complaint with the Commission Nationale pour la Protection des Données (CNPd). More information on how to lodge a complaint are available on CNPD's website: <https://cnpd.public.lu>.

You may exercise any of these rights by contacting our Data Protection Officer (DPO) by filling the [online form](#).

## 12. Changes to this notice

LIST may make changes to this privacy notice from time to time, to reflect our current privacy practices or to comply with changes in the applicable data protection legislation. LIST encourages you to regularly visit this page in order to remain informed on our data protection policies.