PRIVACY NOTICE –SESAR 3 JU Innovation Days 2026 (records reference numbers: 15, 16, 38, 51)

Registration of participants to SESAR 3 JU events (physical, online or hybrid) involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725[1] (the ''Regulation'').

This privacy notice explains how the SESAR 3 JU uses any information you give to us upon registration to the SESAR Innovation Days 2026, 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 3 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?

The processing of your personal data is necessary for the successful organisation and management of the event. More specifically, the data is required in order to:

a) Register participants to the SESAR Innovation Days 2026.
b) Contact participants via email, SESAR mobile app (Whova) or SESAR e-marketing too (Flexmail), in advance of and after the event to provide relevant information.

Allow participants to access the event venue and specific secured facilities through sharing their data in advance (in the case of site-visits) in a smooth manner.

c) Production and distribution of event name badges to facilitate networking. Enable access and control to the venue and during the event.
a) Gather feedback from participants during events such as questions, polls, quiz, etc.
b) Store registration details of participants for maintenance of SESAR 3 JU historical database of past events.
c) Publish the names of winners and short-listed applicants of the Young Scientist Award.
d) Create audio/video recordings, transcripts and pictures of the event. Publish event recordings and pictures on SESAR 3 JU intranet, website, newsletter, YouTube and online social media channels.
e) Enable the SESAR 3 JU to preserve its institutional knowledge for the purpose of reporting (e.g. commemorative book);

Which personal data do we process?

- Name, e-mail, organisation, function, dietary preferences. Opinions of speakers, images and videos of speakers and participants.
- In some cases date of birth, passport/ID card, financial details and license plate may be required to grant access to the premises or to the networking events where the event is held (e.g. AFTA for the opening ceremony, Cork Airport and Collins Aerospace for the site visits, and financial payment will be requested to attend the networking dinner at Midleton Distillery).

Under what legal basis do we process your data?

- Article 5 (1)(a) of Regulation 2018/1725 (public interest).

[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").

- Article 5 (1)(d) of Regulation 2018/1725 (explicit consent), for opinions, images and videos. In particular, data subjects can register to the event via the dedicated section on SESAR JU website, where the upcoming events are listed and where consent will be collected.

Who is the controller and other actors involved in the processing?

Controller: The SESAR 3 JU, Rue de la Fusée 96. Brussels 1130. Belgium.

The SESAR 3 JU entrusts external service providers to process personal data for the purpose of registering participants to the event:

- TMAB for the purpose of registering participants and collecting their data (privacy policy).
- Flexmail is normally used to send the invitation and event related pre/post communications to the participants (privacy notice).
- The SESAR 3 JU mobile application is hosted on a platform created by the company Whova (privacy policy).

In addition, for this particular event the following actors shall have access to data as co-organisers:

- AFTA (privacy policy), for the purpose of the opening Ceremony on 7 December.
- Cork Airport (privacy policy), the host of a site visit on 7 December.
- Collins Aerospace (privacy policy), the host of a site visit on 7 December.
- TMAB for the payment of the participant contribution to the networking dinner, privacy policy is provided above.

How is SESAR 3 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 3 JU website. These data are stored on the SESAR 3 JU website. The SESAR 3 JU 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.

The SESAR 3 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;
- 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 3 JU newsletter.
- Consent to have photos/video of participants taken and uploaded in the SESAR 3 JU website, newsletter, YouTube and social media channels.

At the day of the event, AFTA, Cork Airport, and Collins Aerospace will have access to the list of participants in order to allow access to premises.

A detailed description of the processing of personal data is available in the relevant records of the register of processing activities of personal data available at https://www.sesarju.eu/dataprotection.

Processing of personal data related to the organisation physical, online or hybrid events. This processing activity applies equally to internal and external events (e.g. conferences, seminars, workshops, staff away days, team building, internal celebrations).

Physical events may take place at the SESAR 3 JU premises or elsewhere. A hybrid event will allow the virtual participation of the audience to join remotely.

For physical events, the SESAR 3 JU ensures that there is a "no photography" area in the event venue, so that participants not consenting to their pictures/video taken can position themselves there.

For virtual or hybrid events, participants joining remotely remain in control of their visibility. They may choose to keep their camera switched off, mute their microphone, or use available platform features (e.g. avatars or chat functions) to avoid being recorded or photographed.

Where sessions are recorded or screenshots may be taken for communication purposes, participants are informed in advance. Those who do not wish to appear are invited to keep their camera turned off and to refrain from activating their microphone.

The video recordings and pictures of the events are stored on the SESAR 3 JU shared communications drive with restricted access rights to the External Affairs and Communication Team and may be published on the SESAR 3 JU website, newsletter social media channels and YouTube channel.

In some cases, specifically for internal meetings, involving exclusively SESAR 3 JU staff and detached employees and direct *intra-muros* contractors, the SESAR 3 JU may be invited to share their own pictures or videos from the event. In such cases, an email will be sent to all participants explaining the purpose of the collection (e.g. publication on SESAR 3 JU website, intranet etc.) and providing the relevant privacy notice.

When collecting feedback from participants during events via tools such as Mentimeter or SLIDO, the response data is presented on an anonymous and aggregated form.

A detailed description of the complete processing of personal data is available in the relevant records of the register of processing activities of personal data available athttps://www.sesarju.eu/dataprotection. Related records are:

- Registration to events (record n.51)
- Organisation of events (record n. 15)
- SESAR mobile Apps (record n. 16)
- Prizes (record n. 38)

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 SESAR 3 JU staff members of the SESAR 3 JU External Affairs & Communication team.

- Processors: External contractor (TMAB) supporting the SESAR 3 JU in the registration of event participants. Co-organisers (AFTA, Cork Airport and Collins Aerospace) for the purpose of granting access to premises.

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 him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of EU DPR 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 JU will inform the data subject.

The content of these rights is detailed in the Data Protection Notice page in SESAR 3 JU website which contains also information about the contact points and recourse (see dedicated point below).

How to withdraw your consent and the consequences of doing this

Data subjects have the right to withdraw their consent and have their data deleted by contacting the team responsible at 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.

Could your rights be restricted in very exceptional circumstances?

Possible restrictions to data subject's rights may apply as foreseen in Article 25 of the Regulation, as laid down in Decision GB(D)06-2021 on *Internal rules concerning the restrictions of certain rights of data subjects in the framework of the functioning of the SESAR 3 JU*, available in the Official Journal in all EU languages.

How long is the data retained?

Registration forms, pictures, and videos are retained for the lifetime of SESAR 3 JU to:

- Based on consent, be able to contact previous event attendees in order to invite them to similar events in the future.
- Maintain a historical database of past SESAR 3 JU 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 provided for a specific accessibility or health purpose (dietary, accessibility) will be deleted upon completion of the purpose.

Registration data in SESAR mobile App is stored on the mobile application for a period of 12 months, after which, they are deleted.

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- The Data Protection Officer of the SESAR 3 JU: sju.data-protection@sesarju.eu and
- The SESAR 3 JU 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: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium.