

ASD-Eurospace Privacy Policy

This privacy policy explains how Eurospace uses the personal data we collect from you when you register to our website and/or our events.

The latest issue of this document is available online at: <https://eurospace.org/about-us/#legal>

Data collected

Eurospace may purposefully collect the following personal identification information:

- **First and Last Name, email address, phone number, title/position and denomination** (Mr, Ms, Prof, Dr, etc.)

Users directly provide Eurospace with all the data we collect and store.

We collect data and process data when users:

- Register online/by email for an event organised by us
- Register online/by email to gain access to our members only website
- Register online/by email to subscribe to one of topical mailing lists and/or newsletters (e.g. Eurospace facts and figures, Technology Harmonisation, EEE components, Standardisation, Open Research and innovation Network, STEPP consultation process etc.)
- Register online/by email to become members of Eurospace

For the purposes of collecting personal data via **online registration processes**, Eurospace may use a variety of third party online apps and systems such as Google Forms, EU surveys, SurveyMonkey, Wordpress plugins etc. For all third party apps Eurospace acts as Data Controller and trusts the compliance of the service providers with the applicable personal data protection legislation.

Data intended usage

Eurospace collects user data so that we can:

- Process user registration and provide information pertaining to the event for which users have registered
- Create the necessary credentials to access our protected website
- Register users, and provide them secure access to third party websites as required to access online events organised by Eurospace (Eurospace uses Webex for virtual meeting organisation¹)
- Send users the information for which they have subscribed (newsletters and mailing lists), or to manage our membership
- Invite users to attend specific events/meetings in relation to the information and topics for which users have subscribed

Eurospace will never share users personal data with a third party, unless specified specifically at the moment of the data collection (in such case please refer to the third party involved for their data privacy policy).

¹ Webex data privacy notice is available here:

<https://trustportal.cisco.com/c/dam/r/ctp/docs/privacydatasheet/collaboration/cisco-webex-meetings-privacy-data-sheet.pdf>

Data storage

Eurospace securely stores all collected data into separate excel files stored at a centralised location on a secure drive located at 22 Rue du Quatre Septembre F-75002 Paris. The secure drive is encrypted and is only accessible through the local network. Eurospace personnel can generate relevant data extracts through queries to perform the aforementioned mailings and to disseminate information.

Eurospace will keep all personal data collected indefinitely unless instructed otherwise. Eurospace periodically sends email to all contacts to manage the lists, remove invalid email addresses and give registered users the possibility to un-list by return email.

If users no longer wish to be contacted by Eurospace for any purpose, they can send email to letterbox@eurospace.org.

Data protection rights

Eurospace would like to make sure users are fully aware of all of their data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request Eurospace for copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that Eurospace correct any information you believe is inaccurate. You also have the right to request Eurospace to complete the information you believe is incomplete.
- The right to erasure – You have the right to request that Eurospace erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that Eurospace restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to Eurospace's processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that Eurospace transfer the data that we have collected to another organization, or directly to you, under certain conditions.
- If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us:
 - Email us: letterbox@eurospace.org
 - Call us: +33144420070
 - Write to us: Eurospace, 22 Rue du Quatre Septembre 75002, Paris France

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit Eurospace website, we may collect information from you automatically through cookies or similar technology.

- For further information, visit allaboutcookies.org.

Eurospace uses cookies only to improve user experience on our website, in particular by keeping users signed in if agreed by users. Furthermore Eurospace uses these cookies to recognize users our website and remember user previously selected preferences as applicable. These could include accessibility information embedded in the Wordpress templates and style sheets used by our website, and may include language and location

preferences when applicable. A mix of first-party and third-party cookies may be used in connection with website plugins (calendar, forum, etc.).

Users can set their browser not to accept cookies, and the above website (allaboutcookies.org) tells users how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Eurospace does not purposely use cookies for marketing or advertising goals, but our website is designed, hosted and maintained by Winsiders (winsiders.fr, SAS Winsiders, Marseille, France).

Winsiders may implement technical cookies throughout its hosted websites and in particular the four cookies below registering information for Google Analytics:

- `_ga` (GA1.1.1304136265.1647355101)
- `_ga_L975822Y37` (GS1.1.1647355100.1.1.1647355183.0)
- `_gid` (GA1.2.394380251.1647355101)
- `_gcl_au` (1.1.1509840650.1647355101)

Winsiders SAS privacy notice is available here (in French): <https://winsiders.fr/confidentialite/>

Privacy policies of other websites

The Eurospace website contains links to other websites. Our privacy policy applies only to our website, so if users click on a link to another website, they should refer to their privacy policy.

Changes to our privacy policy

Eurospace keeps its privacy policy under regular review and places any updates on this document.

How to contact us

If you have any questions about Eurospace's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

- Email us: letterbox@eurospace.org
- Call us: +33144420070
- Write to us: Eurospace, 22 Rue du Quatre Septembre 75002, Paris France