



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: *Processing of personal data linked to the operation of Space Team Europe*

Data Controller: *European Commission, Directorate-General for Defence Industry and Space, Directorate Secure and Connected Space, Unit Space Economy (hereafter 'DEFIS.C.3'),*

Record reference: *DPR-EC-39573.1*

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “*Processing of personal data linked to the operation of Space Team Europe*” undertaken by DEFIS C.3 is presented below.

For the purpose of this Privacy Statement, the term ‘Space Team Europe’ describes the Commission special group with the same name established by analogy with Commission Decision [C\(2016\)3301](#) of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups. The purpose of the Space Team Europe is to provide a platform of open exchange on major priorities in the EU space sector between the various stakeholders and public decision makers and to prepare a European Space Master Plan, a roadmap towards the implementation of the actions listed in the Commission Communication ‘A Vision for the European Space Economy’ (COM(2025) 336). As a secondary task, the Group also provides advice to the Commission in defining a specific methodology dedicated to space that will monitor its contribution to the EU’s competitiveness as well as the EU’s share of the global space economy.

2. Why and how do we process your personal data?

Purpose of the processing operation: DEFIS C.3 collects and uses your personal information to manage and operate the Space Team Europe. This includes the selection of members and observers, and the organisation, preparation, management, and follow-up of meetings, assignments, and deliverables. Your personal data (e.g., name, CV, affiliation, contact details) will be collected and processed solely for the following purposes:

DEFIS C.3 collects, stores, processes, and uses your personal data to organise, prepare, manage, and follow up on meetings, assignments, and deliverables. This includes:

1. appoint main group or subgroup chairs;
2. exchange meeting documents, assignments and deliverables, and share information with other Commission services to follow up on meetings, assignments, and deliverables;
3. share contact lists with members and observers of the group or subgroup (where applicable); contact lists may contain names, affiliated entities/organisations and professional contact details, and aim at enabling exchanges and discussions among fellow members and observers;
4. invite independent experts with specific knowledge to take part on an ad hoc basis in the work of the group or subgroups (where applicable);
5. collect feedback and ideas from members and observers.
6. manage emails, invitations, requests, general correspondence, and other communication activities from, to and with members and observers; this entails the management of contact lists by DEFIS C.3 and the use thereof by members and observers;

7. manage participants' access to Commission premises, take into account special assistance requirements and meal preferences, and ensure other organisational and administrative activities;
8. manage travel and subsistence cost reimbursements and payments of special allowances, if applicable;
9. use web-conferencing services including meeting recordings and information in the chat function for drafting minutes and enabling follow-up;
10. include the names of members and observers in membership lists, agendas, attendance lists, meeting minutes etc. published on the DG DEFIS website;
11. publish and disseminate photos, videos or other materials (including lists, meeting agendas and minutes) containing personal data to promote the work of the Space Team Europe towards other stakeholders and the general public.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

The processing operations on personal data, linked to the operation of Space Team Europe are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular Articles 11 and 17 of the Treaty of the European Union and Article 15 of the Treaty on the Functioning of the European Union. Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body). In particular:

- Regulation (EU) 2021/696 of the European Parliament and of the Council of 28 April 2021 establishing the Union Space Programme and the European Union Agency for the Space Programme and repealing Regulations (EU) No 912/2010, (EU) No 1285/2013 and (EU) No 377/2014 and Decision No 541/2014/EU; and
- Communication COM(2025) 336 of 25.6.2025 from the European Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions on 'A Vision for the European Space Economy'.

The processing is also necessary for archiving and statistical purposes. Archiving and statistics shall be proportionate to the aim pursued, respect the essence of the right to data protection, and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Additionally, your consent is required for the following processing activities (if applicable):

- collect feedback and ideas from members and observers;
- take into account special assistance requirements and meal preferences;
- include the names of members and observers in membership lists, agendas, attendance lists, meeting minutes etc. published on the DEFIS website;
- publish and disseminate photos, videos, or other materials (including lists, meeting agendas and minutes) containing personal data to promote the work of the Space Team Europe towards other stakeholders and the general public on the Commission website and social media accounts.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent by informing one of the controllers or by ticking the box(es) in the registration form where applicable. If you do not wish, you also have the option not to provide consent to any of the

above or to give consent only to one or more data processing activities. You can withdraw consent any time by contacting the data controller at the functional mailboxes under point 9.

4. Which personal data do we collect and further process?

To carry out this processing operation, we collect the following categories of personal data:

- name and preferred salutation e.g. title or rank (optional);
- affiliated entity/organisation and function;
- contact details, e.g. professional email address, phone number, mobile telephone number, postal address, company and department, country of residence/registration;
- information such as expertise, technical skills, languages, educational background, professional experience including details on current and past employment;
- nationality, date of birth, ID/passport number, date of issue and expiry;
- gender (optional and for statistical purposes only);
- special assistance requirements or meal preferences;
- bank account reference (IBAN and BIC codes), VAT number, form/use of transport, hotel, and banking information, etc.
- web-conferencing recording of the meeting incl. information entered in the chat function;
- facial images and other identifiable elements.

5. How long do we keep your personal data?

We keep your personal data only for the time necessary to fulfil the purpose of collection and further processing, namely:

- for the appointed members and observers:
 - for the period during which you are a member or observer or a representative of a member or observer of the main group or subgroup;
 - for five years after the date on which you are no longer a member or observer or a representative of a member or observer of the main group or subgroup;
 - for five years after the date on which the Space Team Europe or concerned subgroup was closed down.
- for the organisation, preparation, management, and follow-up of meetings, assignments, and deliverables:
 - for five years after the date on which you are no longer a member or observer or a representative of a member or observer of the main group or subgroup, or after the Space Team Europe was closed down;
 - six months after the termination of your link to the Commission for personal data collected to issue an access pass to Commission premises;
 - one month after the end of the meeting for sensitive personal data relating to special assistance requirements and meal preferences;
 - three months after the meeting for audio-visual recordings to establish meeting minutes.

When the Space Team Europe is closed, for transparency reasons, personal data that was published on our website while the Space Team Europe was active remain visible on our website for five more years with an indication that the Space Team Europe is closed.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission. All processing

operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Access to specific files requires authorisation. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

In addition, access to your personal data is provided to:

- appointed members and observers authorised to access the names, functions and professional contact details of fellow members and observers and who will see and hear the names of experts invited on an ad hoc basis;
- ad hoc experts who may see and hear the names, functions, and affiliated entities/organisations of, as well as the positions expressed by the members and observers attending the meeting to which the ad hoc experts have been invited;
- Commission security guards authorised to manage registrations and access procedures on Commission premises;
- Commission staff authorised to verify, maintain, upgrade and/or troubleshoot IT systems, Commission servers and/or databases containing personal data of members or observers of the Space Team Europe, and of ad hoc experts;
- Commission staff authorised to access personal data of members or observers of the Space Team Europe and of ad hoc experts for reimbursements and payments of special allowances if applicable;
- Commission staff responsible for managing Commission meeting rooms and equipment authorised to access audio-visual recordings of meetings;
- Commission staff authorised to promote the work of the Space Team Europe;

We publish meeting agendas, membership lists, attendance lists, meeting minutes, etc. of the Space Team Europe on the Commission website. We may also publish and disseminate photos, videos, presentation, etc. of Space Team Europe events on Commission websites, social media channels, or other appropriate tools. These tools may use cookies and follow their own data policies. Published materials contain your personal data only if you have given us your consent.

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular

inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have consented to provide your personal data to DEFIS C.3 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller,

European Commission, DG DEFIS.C.3: EU-STE-SECRETARIAT@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-39573.1

