

PRIVACY NOTICE – SESAR 3 JU Scientific Committee (record reference number: 43)

SESAR 3 JU Scientific Committee involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This privacy notice explains how the Single European Sky ATM Research 3 Joint Undertaking (“SESAR 3 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.

The 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 articles 14 to 16 of the Regulation.

What is the purpose of the processing?

- Management of applications and selection of the members of the Scientific Committee (SC)
- Management and reimbursement of the members’ expenses for SC related activities
- Participation of members in the SC independently of any external influence by signing the declaration on confidentiality and non-conflict of interest
- Compliance with transparency principles by publishing the name and functions of the members and its reports in the SESAR 3 JU website
- A limited subset of personal information might be used for related communication activities, including surveys

Which personal data do we process?

- Name, address, names of family members with potential conflicting interests
- Diplomas, certificates, language skills
- Current or past employers, function in the company, years of professional experience, scientific publications, company phone contact
- Declaration of honour regarding exclusion situations of the Financial Regulation, current financial activities indicated in the declaration of interest
- Legal entity form and financial identification form

Under what legal basis do we process your personal data?

- Public Interest article 5(1)(a) of Regulation 2018/1725
- Legal Obligation article 5(1)(b) of Regulation 2018/1725
- Council Regulation (EU) 2021/2085 establishing the Joint Undertakings under Horizon Europe (Single Basic Act)
- GB(D)10-2021 Selection criteria for Scientific Advisory body
- GB(D)03-2021 for the Declarations of confidentiality and absence of conflict of interest
- Scientific Committee’s Rules of Procedure

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”).

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

Controller: The Single European Sky ATM Research 3 Joint Undertaking, Avenue Cortenbergh 100, 1000 Brussels

How do we process your personal data?

Following the publication of a call for interest, individuals interested in joining the SC submit their applications at the SC functional mailbox managed by SESAR 3 JU.

The Executive Director and an evaluation panel, including members of the SESAR 3 Governing Board (GB), statutory staff of the SESAR 3 JU and representatives of the European Commission, are involved in the selection of a reserve list. The GB ultimately appoints the Members.

Before appointment, all participants to the SC sign a declaration of confidentiality and a commitment regarding conflict of interest(s) and send an update/remarks before each meeting. Declarations may be provided in hard copies (kept in a locked cupboard) or in electronic form (through the SC functional mailbox and stored in IDMS with restricted access rights).

The names and functions of the members will be published on the website of SESAR 3 JU. The SC will prepare a report for the attention of the Governing Board. Such a report may be published in the SESAR 3 JU public website to the extent possible.

Each Member of the Scientific Committee, having entered into an 'expert contract' with the SESAR 3 JU, may be eligible for reimbursement of travel expenses and payment of a daily allowance for each meeting and for tasks performed. In this regard certain personal data (Legal entity form and Financial identification form), will be registered in the Commission Accrual Based Accounting System (ABAC) for the managing and executing the payments. For more information on how your personal data is processed in ABAC please consult the relevant [EC record](#).

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
- Data kept according to the security measures adopted by the European Commission
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- Obligation of confidentiality of the staff
- 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
- Physical security of the premises
- Signature of absence of conflict of interest
- A paper copy is made and saved in a paper file. The paper file is archived in a locked cupboard.
- Windows 10 access to an active user account: Password renewed every 40 days

Who can access to your personal data and to whom is it disclosed?

The following might have access to your personal data:

- Designated S3JU staff members: Executive Director, Deputy Executive Director, Secretary of the SC, Internal Audit Capability. The evaluation panel including members of the SESAR 3 GB and statutory staff and representatives of the European Commission has access to the applications in order to establish the shortlist and reserve list

- European Commission for the use of ABAC
- The general public: For names and minutes meetings published in SESAR 3 JU website

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). You can exercise your rights by sending an email at scientificcommittee@sesarju.eu.

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.

Data subjects have the **right to withdraw their consent at any time** by sending a written request to scientificcommittee@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 the SESAR 3 JU website](#) which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and edps@edps.europa.eu, and SESAR 3 JU DPO sju.data-protection@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 SESAR 3 JU decision on restrictions may apply.

How long is the data retained?

- The shortlist and reserve list will be stored for 8 years. Declaration of interests for the participants to the SESAR 3 JU Governing Board are retained for 5 years after the discharge for the budgetary years to which the declaration relates. The names of the members to the SC remain in the SESAR 3 JU website, for as long as they remain members. The SC reports will remain in the SESAR 3 JU website. Legal Entity (LE) Files and Bank Account (BA) Files are also stored in the Accrual Based Accounting (ABAC), for which the retention policy is indicated in the corresponding EC record

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SESAR 3 JU at sju.data-protection@sesarju.eu, and
- the relevant team at scientificcommittee@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 can be obtained in the [SESAR 3 JU register of data processing operations](#). A relevant privacy notice will be made available together with the call for expression of interest and prior to each SC meeting.