

## PRIVACY NOTICE – SESAR JU E-news (record reference number:18)

---

*SESAR JU E-news involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725<sup>1</sup> (the “Regulation”).*

This data protection notice explains how the SESAR JU (here after referred to as SESAR JU or SJU) 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.

SESAR 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?**

To establish a list of email addresses to which the newsletter is sent, in order to keep SESAR JU stakeholders and interested parties up to date with the latest news, activities and upcoming events of the SESAR JU and with the possibility of more targeted ad-hoc mailings based on the company that the subscriber is working for (e.g. sending an email to all subscribers that are part of SJU members' organisations).

### **Which personal data do we process?**

- Name, surname, email address, company name and optionally function

### **Under what legal basis do we process your data?**

- Explicit consent - article 5 (d) of Regulation 2018/1725

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

Controller: The SESAR JU, legally represented by Florian Guillemet, Avenue Cortenbergh 100, 1000 Brussels

Processor: We use the online platform Flexmail ([privacy policy](#)) for creating and distributing the newsletter. The service with Flexmail is managed via the SESAR JU's service contract with 20 STM ([privacy policy](#)).

### **How is SESAR JU processing the personal data?**

The processing of personal data in the frame of e-news is automated and starts from the moment that data subject subscribe to it.

Initial registration of interested parties and stakeholders is performed via an opt-in form on the SESAR JU website. Data subjects may also be included in the newsletter list when registering for an event. In the event registration form data subjects have the choice to consent and opt-in to receiving the SESAR JU newsletter. The registration form fully describes the purpose of the registration and contains a link to the privacy notice and an “I accept” button. Once completed, an email is sent to the data subject that recaps all information entered by the data subject, inviting them to confirm registration. The data subject information is then added to the e-news list.

---

<sup>1</sup> 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”).

The SESAR JU uses this data to send monthly newsletters and other announcements to the subscribed. Email addresses will not be shared for other purposes other than sending the newsletters.

Data subjects can at any time:

- Check and update their personal data via the 'edit profile' link available on every e-mail being sent out by the Flexmail system.
- Unsubscribe from the newsletter via the 'unsubscribe' link available on every e-mail being sent out by the Flexmail system.

### 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
- Secure communication channel between server and client

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

The following might have access to your personal data:

- Designated SJU staff members
- Our processor

### 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 the 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.

In case data subjects wish to exercise their rights, they should send an email to [communications@sesarju.eu](mailto:communications@sesarju.eu).

Data subjects have the **right to withdraw their consent at any time** by sending a written request to [communications@sesarju.eu](mailto: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.

Possible restrictions as laid down in Article 25 of the Regulation and the upcoming SJU decision on restrictions may apply.

### How long is the data retained?

- Subscribers' contact data are stored until a subscriber asks to be removed from the list.



## Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the Sesar JU at [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu), and
- the communications team at [communications@sesarju.eu](mailto: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](mailto: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 at the Sesar JU can be obtained in the [SJU register of data processing operations](#). The Sesar JU privacy notice relating to this processing activity is available in the [SJU website's newsletter page](#) and at the bottom of each newsletter sent.