



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Copernicus.eu website

Data Controller: European Commission, Directorate-General for Defence, Industry and Space Unit B.3 - *International Relations and Communications* [“DG DEFIS Unit B.3” or the “Data Controller”]

Data Processor: SpaceTec Partners SRL, Avenue Louise 89, 1050 Brussels, Belgium (+32 2 318 09 22 ; supportoffice@spacetec.partners)

Record reference: DPR-EC-04346

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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 *of the Copernicus.eu website* undertaken by the Data Controller is presented below.

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

The Data Controller processes your personal data to allow you to receive information via email (personal and automated), postal mail and phone, necessary to perform your role as member of the Copernicus Relay and/or Copernicus Academy Networks, and to follow relevant developments, activities, events, workshops, initiatives, thematic articles, reports, interviews, surveys, newsletters, phone calls, video conferences, webinars, visual content.

The Data Processor is the consortium contracted to manage the Copernicus Support Office under contract no. L01/13 implementing framework contract No 712/PP/2018/FC — Lot 1, i.e. SpaceTec Partners SRL, France Developpement Conseil SARL and 20 Seconds to Midnight SRL.

The Copernicus Support Office is responsible of the animation of the Copernicus Academy & Relay Networks. Your data may also be shared with additional data processors contracted by the European Commission in order to perform the same services in the future and / or to perform other services necessary for the successful *animation of the Copernicus Academy & Relay Networks such as the website Copernicus.eu*.

The public Copernicus website, <https://www.copernicus.eu/en>, may contain personal data in the form of contact details. This website may collect personal data via cookies [[Copernicus website privacy policy](#)] based on consent.

The restricted Copernicus website hub for Copernicus network members contains invitations to meetings, related minutes and follow-up, common actions, useful information and contact information of Copernicus Academy and Relay members. Users access to the restricted member area of the Copernicus EU website via personal credentials.

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

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

We process your personal data, because processing is necessary:

(a) 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 (Article 5(1)(a) of Regulation (EU) 2018/1725), and (d) because you have given consent to the processing of your personal data for publication of contact details and photos, subscription to a newsletter managed by the Data Controller, via a clear affirmative act by ticking a box on the online registration form. Your consent for this/these purpose(s) can be withdrawn at any time by writing to support@copernicus.eu to unsubscribe or by clicking on the unsubscribe link in any email.

Users of the sign-in section can delete their accounts from the restricted section at any time. An email must be sent to defis-b3@ec.europa.eu, asking for the removal of the account. Once the removal is effective, users will no longer be able to access the restricted section, and their data will be permanently deleted from the server.

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

In order to carry out this processing operation, the Data Controller collects the following categories of personal data:

For the contact form: <https://www.copernicus.eu/en/network/get-touch>

- Name
- Username
- Email address
- Subject
- Your message

For the license agreement form - <https://www.copernicus.eu/en/form/license-agreement-form>

- Name
- Company name
- Street name and number
- Postal code
- City
- Country
- Email address

On the Copernicus website, we feature a sign-in to restricted section for specific users of our website. The purpose of the restricted section is to coordinate and animate the Copernicus Networks.

For the sign-in section,

we only collect data that is necessary for the proper animation of the Copernicus networks. We do not share the data with third parties nor use them for advertising purposes.

1. In the sign-in section of the Copernicus website, we collect personal data as follows:

- Name
- Surname
- Email

2. In the cases of the Copernicus Relays and Academies members, we also collect:

- Name of organisation
- Address of the organisation (including country)
- Website and social media profiles of the organisation
- Date of creation and mission of the organisation
- Not-for-profit status of the organisation
- Size of staff, governance structure and turnover of the organisation
- Contact person's first name, family name, phone number and email
- Names of other representatives of the organisation

We have obtained your personal data from you.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the abovementioned purpose(s).

For each of the categories of personal data that is processed, please find below the retention details:

- Data for the subscription to the weekly newsletter: 2 years
- Data used to request information when using the contact form: 2 years
- Data used for the registration to the sign-in section: 2 years
- Data following your request and authorisation to use Copernicus Data and information through the "licensing" page: 2 years
- Data used by cookies: 2 years

from the moment personal data are collected.

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 on the servers of the European Commission or of its contractors. 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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. 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.

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.

The controller will transmit your personal data to the contractors (processors based on a current or future contract pursuant to Article 29 of Regulation (EU) 2018/1725) responsible for maintaining and managing the Copernicus.eu website, including the animation of the Copernicus Academy & Relay Networks.:

Cookies

Cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

The cookies employed on your device for that purpose will be covered by the cookie policy of the Copernicus website, which is available here: <https://www.copernicus.eu/en/cookies>

When you visit the website <https://www.copernicus.eu/en>, we will keep the browser history of your visit for a maximum of 2 years. This information will then be deleted.

The collection, aggregation and anonymising operations are performed in the data centre of Amazon Web Services in Frankfurt under adequate security measures.

Cookies are stored by Matomo Analytics which is a web analytics service self-hosted by the Copernicus website contractor. Its purpose is to analyse the traffic on our website. We use the collected data and information, inter alia, to evaluate the use of our website and to provide online reports, which show the activities on our websites.

The IP addresses of visitors are anonymised by the Copernicus website prior to their storage in the Matomo self-hosted database; this protects the anonymity of the visitors that have opted for the full website functionalities. Consequently, such data is stored on the website's contractor servers located in the European Union. The self-hosted version of Matomo Analytics has a retention control feature. This feature provides website owners with the

flexibility to define a retention period for the data stored within the database with a retention period of 26 months; any data beyond this period is deleted from Google servers.

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

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the website may not work as intended.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

Third party IT tools, including Social Media

We use third party IT tools to inform about and promote the *Copernicus.eu website* through widely used communication channels, including newsletters and social media. For detailed information about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

You can watch our videos, which we also upload to our *Youtube* page and follow links from our website to *Twitter*, *Instagram* and *Facebook*.

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or “play” on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties’ specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users read the relevant privacy policies of [Twitter](#), [Instagram](#), [Facebook](#), [Youtube](#), carefully before using them. These explain each company’s policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 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 further 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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a), on grounds relating to your particular situation.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller by writing to support@copernicus.eu. The withdrawal of your consent 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.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

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 - Unit DEFIS B.3 – International Relations and Communication - E-mail: defis-b3@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

In case of disagreement with the Data Controller, 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 or https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) 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 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-04346.