

- Personal data protection policy -

Protecting your personal data is of utmost importance to ONERA. We comply with data protection regulations and take steps to ensure your data remains confidential and secure.

We, hereby, inform you of how our company collects and processes your personal data. This data protection policy applies to the processing operations over which we have control and therefore for which we are the Data Controller.

As the Data Controller, we undertake to take all necessary precautions, in view of the nature of the data and the risks presented by the processing of this data, to ensure your data remains secure and, in particular, to prevent it from being distorted, damaged or accessed by third parties.

1 CONTACT DATA

1.1 NAME AND ADDRESS OF THE DATA CONTROLLER

ONERA, within the meaning of the GDPR¹ and national data protection provisions, is the Data Controller for the personal data processing operations carried out on its behalf.

ONERA's registered office is located at: 8, Chemin de la Hunière - BP 80100 - 91123 PALAISEAU CEDEX, France

1.2 CONTACT DETAILS FOR THE DATA PROTECTION OFFICER

You can contact ONERA's Data Protection Officer at:

- Postal address: ONERA - DPO- Direction Juridique - 8, Chemin de la Hunière - BP 80100 - 91123 PALAISEAU CEDEX, France.
- Email: dpo@onera.fr

2 PROCESSING OF PERSONAL DATA BY OUR COMPANY

ONERA may need to collect your personal data for various reasons, mainly:

- subscribing to a newsletter,
- submitting an application on the recruitment website,

¹ GDPR: The *General Data Protection Regulation*. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016

- requesting access to one of our sites,
- relations with your company as part of our business activities.

As a general rule, when your personal data is collected by ONERA, you will receive notification, specifying the processing operation to be carried out and any specific information relating thereto. If, for any reason, you do not have a copy of this legal notice, please do not hesitate to contact us. This document outlines the rights you may exercise that cover the processing of your personal data by ONERA, in compliance with the relevant regulations in force.

When you send us information via a contact form, this data is used to provide you with the service you have requested, to fulfil an order and/or to contact you.

The personal data you send us will be deleted as soon as the purpose for which it was collected no longer applies and as long as ONERA is not subject to any legal retention and warranty period, which prevents its deletion, unless it must be retained for the purposes of entering into (another) contract or for the fulfilment of existing contracts with you.

3 YOUR RIGHTS

If you would like to exercise the rights undermentioned, you must send a request together with a copy of your identity card, passport or any other form of identification to the Data Controller or DPO at the addresses given in §1.

We ask you for proof of identity to ensure that we respect your data and do not send it to a third party.

If you contact us to exercise your rights, we will inform you within one month of receiving your request of the action taken. If necessary, this period may be extended by two months, taking into account the complexity and number of requests received (Article 12.3 of the GDPR). In this case, we will inform you within one month of receiving your request. We reserve the right not to respond to manifestly unfounded or excessive requests. Your request will be retained for the time required to lodge an appeal.

As a data subject, you have the following rights under the GDPR:

3.1 RIGHT TO ACCESS

You may request that ONERA confirm whether it processes your personal data.

If such processing takes place, you may request that ONERA provide you with the following information:

- (1) the purposes of the processing of your personal data;

- (2) the type of personal information processed;
- (3) the recipients or categories of recipients to whom your personal data has been or will be disclosed;
- (4) the retention period for your personal data or, if this is not possible, the criteria used to determine this period;
- (5) the existence of the right to request that ONERA rectify or delete your personal data, the right to limit the processing of such data or the right to object to such processing;
- (6) the right to lodge a complaint with a supervisory authority;
- (7) any available information regarding the source of personal data if this data is not collected from you;
- (8) the existence of automated decision-making, including profiling, as referred to in Article 22, Paragraphs 1 and 4 of the GDPR, and, as a minimum in such cases, useful information regarding the underlying rationale, as well as the significance and intended consequences of such processing for you.

In general, the personal data you send to ONERA will not be transferred to a third country or to an international organisation. If it is essential for us to do so, this information appears in the information notice and we remind you that, within this framework, you may request to be informed of the appropriate safeguards, pursuant to Article 46 of the GDPR, with regard to this transfer.

3.2 RIGHT TO RECTIFY

You have the right to ensure that ONERA rectifies and/or completes any inaccurate or incomplete personal data processed concerning you. ONERA must rectify this as soon as possible.

3.3 RIGHT TO RESTRICT PROCESSING

You have the right to request that the processing of your personal data be restricted if any of the following apply:

- (1) you dispute the accuracy of your personal data for a period of time enabling ONERA to verify the accuracy of your personal data;
- (2) the processing is unlawful and you object to the erasure of your personal data and request instead that its use be restricted;
- (3) ONERA no longer requires your personal data for processing purposes, but it is still required to assert, exercise or defend legal claims;

(4) you have objected to the processing under Article 21, Paragraph 1 of the GDPR, provided that the verification as to whether ONERA's legitimate motives prevail over yours is still ongoing.

If processing has been restricted under the aforementioned conditions, ONERA will inform you before the restriction is lifted.

3.4 RIGHT TO ERASURE

You have the right to request that ONERA erase your personal data as soon as possible, and ONERA is obliged to erase this data, as soon as possible, if any of the following apply:

(1) your personal data is no longer required for the purposes for which it was collected or otherwise processed;

(2) you withdraw the consent on which the processing is based (see §3.8), in accordance with Article 6, Paragraph 1a or Article 9, Paragraph 2a of the GDPR, and there is no other legal basis for the processing;

(3) you object to the processing under Article 21, Paragraph 1 of the GDPR, and there is no compelling legitimate reason for the processing, or you object to the processing under Article 21, Paragraph 2 of the GDPR;

(4) your personal data has been processed unlawfully;

(5) your personal data must be deleted in order to comply with a legal obligation laid down by European Union law or by the law of the Member State, which is binding on ONERA.

Pursuant to Article 17, Paragraph 3 of the GDPR, the right to erase personal data cannot be exercised when processing is required due to legal obligations incumbent on ONERA or for the purposes of asserting, exercising or defending a legal claim.

3.5 RIGHT TO INFORMATION

If you have asserted your right to rectify, erase or restrict processing with ONERA, the latter must then notify each recipient to whom your personal data has been disclosed of said rectification or erasure or any restrictions on the processing carried out, unless this notification proves impossible or requires excessive effort.

You have the right to request that ONERA inform you of these recipients.

3.6 RIGHT TO DATA PORTABILITY

You have the right to receive the personal data you have provided to ONERA in a structured, commonly used and machine-readable format. You also have the right to transfer this data to

another data controller, and ONERA, to whom the personal data has been disclosed, is not able to prevent this, if:

(1) the processing is based on consent (Article 6, Paragraph 1a of the GDPR, or Article 9, Paragraph 2a of the GDPR), or based on a contract (Article 6, Paragraph 1b of the GDPR) and that

(2) the processing is carried out using automated means.

By exercising this right, you also have the right to have your personal data transferred directly from one data controller to another, if this is technically possible and does not interfere with the rights and freedoms of others.

3.7 RIGHT TO OBJECT

You have the right to object at any time, for reasons relating to your particular situation, to the processing of your personal data based on ONERA's legitimate interest or a processing operation required to carry out a task that is in the public interest (Article 6, Paragraphs 1e or 1f of the GDPR), including profiling based on these provisions.

Once you have exercised this right, ONERA will no longer process your personal data, unless it can demonstrate that there are compelling legitimate reasons for maintaining such processing which override your interests, rights and freedoms.

If your personal data is processed for prospecting purposes, you have the right to object, at any time, to the processing of your personal data for such purposes.

If you object to the processing of your personal data for prospecting purposes, it will no longer be processed for these purposes.

3.8 RIGHT TO WITHDRAW CONSENT IN ACCORDANCE WITH THE DATA PROTECTION ACT

You have the right to withdraw your declaration of consent, at any time, under the terms of the Data Protection Act. Withdrawal of consent does not compromise the lawfulness of processing based on consent carried out prior to this withdrawal.

3.9 AUTOMATED INDIVIDUAL DECISION-MAKING, INCLUDING PROFILING

To date, there is no automated data processing at ONERA.

3.10 RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State in which your usual place of residence, place of work or the place where the breach is alleged to have occurred is located, if you consider that the processing of your personal data constitutes a breach of the GDPR.

The supervisory authority to which the complaint was lodged must inform the complainant of the status and outcome of the complaint, including the possibility of a judicial remedy under Article 78 of the GDPR.

The contact details of the supervisory authority with jurisdiction over ONERA are:

- On the website of the French Data Protection Authority (CNIL):
 - in certain cases, via the [online complaints service](#);
 - in other cases not covered by the online complaints service, by using the “[Besoin d’aide](#)” (Need help) section.
- By post, by writing to: CNIL - 3 Place de Fontenoy - TSA 80715 - 75334 PARIS CEDEX 07, France

4 CHANGES TO OUR DATA PROTECTION DECLARATION

We reserve the right to amend this data protection declaration in line with changes to the current technical and legal basis. Please read the contents of the current data protection declaration the next time you visit the onera.fr website.