

## ***Mission X: train like an astronaut Website***

### ***PRIVACY NOTICE AND CONSENT FORM FOR TEAM LEADERS AND TEAMS***

#### ***Introduction***

The European Space Agency (herein the “Agency” or “ESA”) is an intergovernmental organisation established by its Convention opened for signature in Paris on 30 May 1975 having its headquarters located at 24 rue du Général Bertrand, CS 30798, 75345 Paris Cedex 07, France.

Protection of Personal Data is of great importance for ESA, which strives to ensure a high level of protection as required by the ESA Framework on Personal Data Protection (herein the “ESA PDP Framework”) which applies in this field. ESA implements appropriate measures to preserve the rights of data subjects, to ensure the processing of personal data for specified and legitimate purposes, in a not excessive manner, as necessary for the purposes for which the personal data were collected or for which they are further processed, in conditions protecting confidentiality, integrity and safety of personal data and generally to implement the principles set forth in the PDP Framework, available at: [http://www.esa.int/About\\_Us/Law\\_at\\_ESA/Highlights\\_of\\_ESA\\_rules\\_and\\_regulations](http://www.esa.int/About_Us/Law_at_ESA/Highlights_of_ESA_rules_and_regulations)

ESA PDP Framework is composed of the following elements:

- the Principles of Personal Data Protection, as adopted by ESA Council Resolution (ESA/C/CCLXVIII/Res.2 (Final)) adopted on 13 June 2017;
- the Rules of Procedure for the Data Protection Supervisory Authority, as adopted by ESA Council Resolution (ESA/C/CCLXVIII/Res.2 (Final)) adopted on 13 June 2017; and
- the Policy on Personal Data Protection adopted by Director General of ESA on 5 February 2018 and effective on 1 March 2018.

This notice is intended to inform you, as data subject, about:

- the identity of the data controller and contact details of ESA Data Protection Officer (“DPO”);
- the type of personal data which is collected and processed;
- the modalities of collection of personal data;
- the purpose of the collection and processing;
- the recipients (if any) to whom the personal data of the data subject shall be disclosed;
- the time-limits for storing the personal data;
- the practical modalities of exercising the rights of the data subject under the ESA PDP Framework.

This notice is also enables ESA to obtain your consent relating to the collection and further processing of your personal data, under ESA PDP Framework.

This privacy notice was last updated on: 31/08/2021

### ***(1) Who is the Data Controller?***

Your personal data are collected and further processed as shown below upon the decision taken jointly by ESA and the UK Space Agency (UKSA).

Thus the Data Controller is ESA and the UKSA.

### ***(2) What are the contact details of ESA Data Protection Officer?***

According to ESA PDP Framework, your first point of contact concerning personal data matters is the ESA Data Protection Officer (“DPO”), who may be contacted at [DPO@esa.int](mailto:DPO@esa.int)

### ***(3) What kind of personal data about you are collected and further processed?***

The personal data which may be collected and further processed for the purposes mentioned below are in particular:

Team Leaders (Teachers/Parents):

- Name
- Surname
- Email
- Phone number
- School Name (optional)
- Street and Number (optional)
- Postcode (optional)
- City
- Country
- Current Educator Role
- IP (internet protocol) address, browser type, date, time and location of request
- Other information that you provide and which may directly or indirectly identify you
- Statistics of data (on an aggregated level only)

Teams (to be registered by a Team Leader):

- Team Name
- School Name (optional)
- Street and Number (optional)
- Postcode (optional)
- City

- Country
- # of team members (young people)
- number of female/male/other team members
- # of team leaders (adults)
- Ages of young people (1-6,7-8,9-10,11-12,13+)
- Statistics of data (on an aggregated level only)
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You are required not to send to the Agency any sensitive information (including information that indicate, directly or indirectly, an individual's racial or ethnic origin, political opinions, adherence to unions, religious or philosophical beliefs, health life, sexual orientation, genetic or biometric data, criminal convictions).

Please note that children deserve the highest level of data protection and therefore you must not send any children's data, input or names in this form. To achieve the goals of the project, only the number of students in the project, gender distribution of the team and age range of students should be collected in a non-identifiable and anonymised format.

#### **(4) How are your personal data collected or further processed?**

Your personal data may be collected by various means, including via

- Registration on the Mission X website ([trainlikeanastronaut.org](http://trainlikeanastronaut.org)) through the website form
- Direct interaction with the website when submitting points to the Walk to the Moon Challenge Points Calculator

#### **(5) Why are your personal data collected and further processed?**

Your personal data are collected and further processed:

- *to provide you access to, and enable the use of the website;*
- *to enable your Team's participation in Mission X school project to submit points and track your team progress,*
- *to send you notifications in connection with the Mission X school project;*
- *to communicate important dates and milestones related to the Mission X school project*
- *to record statistics on participation in the Mission X school project;*
- *distribution of certificates to Teams;*
- *to communicate your personal data to third-parties collaborators, contractors and/or partners involved in the organisation of the website and Mission X school project at a national level or in the fulfilment of any of the other purposes;*
- *other purposes that will be disclosed to the personnel when such information is requested*



- *The information is used for direct communication and aggregated statistics on the use of this website.*
- *may be used to categorise the browser on your computer and support us in storing user preferences and usage trends on an aggregated basis.*

In addition to these purposes, the Agency may use your personal information for any of the purposes mentioned in Article 5 of the Policy on Personal Data Protection.

**(6) To whom might we disclose your personal data?**

The Agency may disclose your personal data to any of the following third party recipients for the fulfilment of all or part of the purposes of the collection and processing of personal data, which are mentioned above:

Recipient acting as...	Servers and sub-processors of the recipient are located in:	Link to privacy notices:
UKSA, Co-organisers of the project	United Kingdom	<a href="https://www.gov.uk/government/publications/uk-space-agency-gdpr-privacy-notice">https://www.gov.uk/government/publications/uk-space-agency-gdpr-privacy-notice</a>
ESERO UK (STEM Learning), contractors involved in the operation, maintenance and hosting of the project	United Kingdom	<a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>
WDO IT, contractors involved in the operation, maintenance and hosting of the website	The Netherlands	<a href="https://www.wdoit.nl/privacy/">https://www.wdoit.nl/privacy/</a>
ESERO network, ESA delegated offices involved in national organisation of the project	Europe	Please refer to each <a href="#">ESERO</a> for the Privacy Policy
Either a) NASA-appointed, ESA-UKSA	Canada, Croatia, Belgium, Bosnia	All National Organisers have agreed to Terms and Conditions stipulated by ESA regarding the use and storage of this data. Please refer to each <a href="#">National Organiser</a> for the Privacy Policy.



acknowledged , or b) ESA/UKSA appointed National Organisers, facilitate the project on a National level. Data from Team Leaders/Team registrations will only be shared with the National Organiser of their selected Country.	and Herzegovina, Brazil, Colombia, Denmark, Greece, Iran, Japan, Mexico, Montenegro, Netherlands, North Macedonia, Poland, Serbia, Sweden, Turkey, U.A.E.	
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The Agency does not consider your personal data as an asset for sale and, thus, does not sell your personal data to any third parties.

***(7) How long do we retain your personal data for?***

The Agency may keep your personal data for as long as necessary for the fulfilment of the above mentioned purposes. Your Personal Data shall be deleted thereafter.

***(8) How can you erase, rectify, complete or amend your personal data?***

The Agency is keen to collect and process accurate personal data and to keep it updated.

You may request the erasure, rectification, completion or amendment of your personal data if, and to the extent that it is inaccurate or incomplete, having regard to the purposes for which they are collected and processed, or if they are processed in violation with the principles referred in ESA PDP Framework.

If you choose to make a request for the erasure of personal data, you understand and agree that you will not be able to register or submit points to the Mission X School Project.

The above-mentioned request should be submitted to the ESA DPO, as first point of contact, by sending an email to: [dpo@esa.int](mailto:dpo@esa.int)

- Copy to: [missionx@trainlikeanastroanaut.org](mailto:missionx@trainlikeanastroanaut.org)

You may also be allowed access to your personal data and have the possibility to erase, rectify, complete or amend it, according to the following modalities:

1. by accessing your account on [trainlikeanastroanaut.org](http://trainlikeanastroanaut.org)
2. by entering your account User Id and password
3. by clicking on “Log In”

4. by actually erasing, rectifying, completing or amending your personal data

If you do not remember your password, you can reset your password by pressing “Reset Password”.

If you are unable to access your account, please contact [missionx@trainlikeanastronaut.org](mailto:missionx@trainlikeanastronaut.org) for assistance.

**(9) What could you do in case of a data protection incident?**

In case of a data protection incident, you should contact ESA DPO, as first point of contact, by sending an email to: [dpo@esa.int](mailto:dpo@esa.int) and copy to [missionx@trainlikeanastronaut.org](mailto:missionx@trainlikeanastronaut.org)

In case you wish to submit a complaint, you are required to comply with the Rules of Procedure of the Supervisory Authority set forth by ESA PDP Framework. You will be required to demonstrate that a data protection incident occurred in relation to your personal data, following a decision of the Agency or at least to justify serious reasons to believe that such incident occurred.