

ESA Education Teacher Training

PRIVACY NOTICE

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 privacy 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 also enables ESA to indicate how you can provide your consent relating to the collection and further processing of your personal data hereby described, under ESA PDP Framework. This privacy notice was last updated on: 14/7/2023.

(1) Who is the Data Controller?

Your personal data mentioned in this Privacy Notice as specified below are collected and further processed to enable your participation to the ESA Education teacher training, either held online or in person (physical training event) in one of ESA’s sites and all communication in relation to the specific teacher training. For these purposes only, as well as for the purposes mentioned in Article 5 of ESA Policy on Personal Data Protection, ESA is Data Controller.

ESA does not instruct any third party to conduct any web analytics, profiling, or any other processing on ESA's behalf, other than the purposes mentioned below.

ESA does not consider your personal data as an asset for sale or for commercial exploitation on behalf of ESA.

For specific organizational and logistics purposes of teacher training, such as enabling your online registration to the training or shipping you certificates, ESA will, in its role of Data Controller, share some of the collected data with specific providers (listed under disclosure section (6) in this document), contracted by ESA as Data Processors.

In addition, for the fulfilment of the purposes and objectives of the ESA Education Programme of which the teacher training is part, such as communication and outreach purposes, and to inform you about future possibilities to be engaged, the data collected by ESA may – only upon your explicit consent - be disclosed by ESA to Companies listed in section (6) of this document and further processed by other ESA third parties as agreed in the contract.

This Privacy Notice 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: 14/7/2023

The description of the collected data, the justification for their collection and processing, and the role of the parties involved is provided in detail in the sections below.

(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

For further information on the situations in which you may contact the ESA DPO, please refer to the questions below.

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

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

For all teachers / educators:

- Name
- E-mail address
- Gender (with neutrality option)
- Country of residence
- Nationality

Only for the teachers/educators selected to participate in a physical training event:

- Telephone
- ID / Passport number
- Any special dietary requirements for logistics purposes (with option of not to disclose)
- Any special mobility requirements for logistics purposes (with option of not to disclose)
- Videos recorded throughout the training (only if specific consent is provided for this)
- Pictures taken throughout the training (only if specific consent is provided for this)

General data:

- School or Organisation name and address (including city, region and country)

After the participation:

- Certification
- Statistics of data (on an aggregated level only)

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).

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

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

- Direct enquiry from ESA's teachers@esa.int or etechnologylab@esa.int email;
- Online registration to the ESA Education Teacher Trainings: (educationforms.esa.int)

(5) For which purpose are your personal data collected and further processed?

Your personal data are collected and further processed for the following purposes:

5.A) For the organization of the teacher training and logistics for the physical training event:

- select the participants of the ESA Education Teacher Trainings,
- determine their eligibility to attend the ESA Education Teacher Trainings,
- gather logistical data and share it with the contractor appointed to organise and host the ESA Education Teacher Training (the contractor will do this on behalf of ESA),
- record statistics on participation in the ESA Education Teacher Trainings,
- to manage the relationship with ESA and participants of ESA Education Teacher Trainings,
- distribute educational kits to the participants,
- distribute certificates to the participants which contain the name of the participating teacher,
- gather key participation statistical data for educational research and stakeholder reporting,
- inform participating teachers (individually, through emailing list, or newsletters) about future free-of-charge education opportunities and activities, and about additional possibilities to be involved, *with option to opt out at registration.*
- create and publish outreach and promotional content and materials on the ESA Education teacher training and the ESA Education Programme in general (including its ESERO project). Such materials may include participant's images/photos, videos, written/audio-recorded quotes, *with option to opt out for each individual participant at online registration through the dedicated consent form thereby available,*
- other purposes that will be disclosed to you when such information is requested.

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.

The following **Data Processors acting on behalf of ESA** as Data Controller (also listed in Chapter (6)) will process your personal data for the following purposes in particular:

WDOIT (Data Processor 1), the company providing ESA with the servers where online registration for the teacher training is hosted.

Data involved are: all data contained in the teacher training registration form.

ATPI (Data Processor 2), the company organising some of the teacher training events.

Data involved are: Name and email of participating teacher

5.B) For the fulfilment of the purposes and objectives of the ESA Education Programme

The ESA Data processors indicated below may – *upon your explicit consent at registration* - process the following data for the following purposes related to the fulfilment of the purposes and objectives of the ESA Education Programme, of which the teacher training is part:

ESERO Office in Your Country (Data Processor 3), (see full list in Table 2 below) **the organization contracted by ESA to deliver and promote the ESA school-level education programme in the ESA Member States:**

i) To support ESA in the promotion of the ESA Education teacher training and the ESA Education Programme in general (including its ESERO project) in your country by creating and publishing outreach and promotional content and materials which may include participant's images, videos, written/audio recorded quotes, *the latter with option to opt out through the dedicated consent form downloadable at registration.*

Personal Data involved are: Photo, video, written/audio-recorded quote of participant, *with option to opt out for each individual participant at registration through the dedicated consent form.*

ii) To inform you - individually, through emailing list, or newsletters - about future free-of-charge education opportunities and activities, and about additional possibilities to be involved, *with option to opt out at registration.*

Personal Data involved are: full name, e-mail address, school or organisation name, school or organization type, subjects of teaching.

iii) Other purposes that will be disclosed to you if and when such information is requested.

The national Space Agency/Office/ESA Delegation of your country (Data Processor 4), (see full list in Table 3 below) - also including your country's National Delegate to the ESA Advisory Committee on Education (ACE) - which is ESA's Stakeholder, and to which ESA reports:

iv) To support ESA in the promotion of the ESA Education teacher training and the ESA Education Programme in general (including its ESERO project) in your country by creating and publishing outreach and promotional content and materials which may include participant's images, videos, written/audio recorded quotes with option to opt out through the dedicated consent form downloadable at registration.

Personal Data involved are: Photo, video, written/audio-recorded quote of participant, with option to opt out for each individual participant at registration through the dedicated consent form.

v) To inform you - individually, through emailing list, or newsletters - about future free-of-charge education opportunities and activities, and about additional possibilities to be involved, with option to opt out at registration.

Personal Data involved are: full name, e-mail address, school or organisation name, school or organisation type, subjects of teaching.

vi) Other purposes that will be disclosed to you if and when such information is requested.

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

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

As introduced in Chapter 5, the Agency may disclose your personal data to any of the following third-party recipients (Data Processors) for the fulfilment of all or part of the purposes of the collection and processing of personal data, which are:

Table 1. Overview of Data Processors

Recipient	Role	Server location	Link to Privacy Notice
WDOIT - the ESA IT provider with web server where on line registration to the European CanSat Competition is hosted (service procured through the Solitee BV broker, not having access to the data)	Data Processor 1	The Netherlands	https://wdoit.nl/privacy/
ATPI	Data Processor 2	Europe or Canada	<i>Please refer to the specific organisation/company for the Privacy Policy</i> https://www.atpi.com/en/en_GB/about/data-protection-policy
ESERO Office in your country - the ESA contracted organization to deliver the ESA school-level education programme in the ESA Member States, including the organization of the national CanSat competition in your country.	Data Processor 3	Europe	<i>See full list in Table 2 below</i>
National Space Agency/Office of your Country, also including your country's National Delegate to the ESA Advisory Committee on Education (ACE): national stakeholder of ESA	Data Processor 4	Europe or Canada	<i>See full list in Table 3 below</i>

Table 2. List of ESERO Offices

ESERO Office	Host organisation	Website	Link to Privacy Notice
ESERO Austria	Ars Electronica	https://ars.electronica.art/ese/ro/en/	https://ars.electronica.art/about/de/datenschutz

ESERO Belgium	KU Leuven	https://eserobelgium.be/	https://admin.kuleuven.be/privacy/
ESERO Czech Republic	Science In	https://esero.scientica.cz/	https://ec.europa.eu/info/law/law-topic/data-protection_en
ESERO Denmark	House of Natural Sciences	https://esero.dk/	https://www.nvhus.dk/cookies/
ESERO Estonia	University of Tartu	https://esero.ee/	https://ut.ee/en/content/data-protection-policy
ESERO Finland	Heureka	https://www.esero.fi/	https://www.heureka.fi/tietosuojaseloste/
ESERO France	CNES	https://esero.fr/	https://esero.fr/mentions-legales/
ESERO Germany	University of Bochum	http://esero.de/	http://esero.de/impressum/
ESERO Greece	Aristotle University of Thessaloniki	https://esero.gr/	https://www.auth.gr/en/gdpr-en/
ESERO Ireland	SFI	https://esero.ie/	https://www.sfi.ie/privacy/
ESERO Italy	MUST	https://www.esero.it/	https://www.esero.it/privacy-policy/
ESERO Luxembourg	LSC	https://www.esero.lu/	https://www.esero.lu/legal/?lang=de
ESERO Netherlands	NEMO Science Museum	https://esero.nl/	https://esero.nl/paginas/disclaimer-en-privacyverklaring https://www.nemosciencemuseum.nl/en/about-nemo/termsandconditions/privacy-statement/
ESERO Norway	Andoya Space Education	https://www.esero.no/	https://www.andoyaspace.no/privacy-policy https://www.esero.no/om/personvernerklaering/
ESERO Poland	Copernicus Science Center	https://esero.kopernik.org.pl/	https://esero.kopernik.org.pl/wp-content/uploads/2022/01/29_2018-Copernicus-Science-Centres-Data-Protection-Policy.pdf
ESERO Portugal	Ciencia Viva	https://www.esero.pt/	https://www.cienciaviva.pt/sobre/privacidade
ESERO Romania	ROSA	http://www.esero.ro/	https://ec.europa.eu/info/law/law-topic/data-protection_en
ESERO Spain	Parque de las ciencias	https://esero.es/	https://www.parqueciencias.com/el-parque/quienes-somos/transparencia/politica-privacidad/

			https://esero.es/politica-de-privacidad/
ESERO Sweden	KTH	https://www.esero.se/	https://intra.kth.se/en/anstallning/anstallningsvillkor/att-vara-statligt-an/behandling-av-person/dataskyddsförordningen-gdpr-1.800623 https://www.esero.se/om-oss/integritetspolicy/
ESERO UK	STEM Learning	https://www.stem.org.uk/esero/	https://www.stem.org.uk/privacy-policy

Table 3. List of National Space Agencies/Offices

National Agency/Office	Space	Website	Link to Privacy Notice
Austrian Aeronautics and Space Agency		https://www.ffg.at/en/content/aeronautics-and-space-agency-0	https://www.ffg.at/en/privacy-policy
BELSPO, Belgium		https://www.belspo.be/	https://www.belspo.be/belspo/organisation/privacy_nl.stm
Canadian Space Agency		https://www.asc-csa.gc.ca/	https://www.asc-csa.gc.ca/eng/terms.asp
Ministry of Transport of the Czech Republic		https://www.mdcr.cz/	https://ec.europa.eu/info/law/law-topic/data-protection_en
Danish National Space Center		https://www.space.dtu.dk/	https://www.dtu.dk/english/About/strategy-policy/Policies/Privacy-policy
CNES, France		https://cnes.fr/	https://cnes.fr/en/content/legal-notice
DLR, Germany		https://www.dlr.de/	https://www.dlr.de/EN/Service/PrivacyPolicy/privacypolicy_node.html
Estonian Space Office		https://eas.ee/	https://eas.ee/isikuandmete-tootlemine/
Finland – Heureka Science Center		https://www.heureka.fi/	https://ec.europa.eu/info/law/law-topic/data-protection_en
Greek Ministry of Digital governance		https://mindigital.gr/	https://www.gov.gr/info/politiki-aporritou https://www.secdigital.gov.gr/politiki-aporritoy/
Hungarian Space Office		http://www.hso.hu/	https://ec.europa.eu/info/law/law-topic/data-protection_en
Irish department of Education and Skills		www.education.ie	https://www.gov.ie/en/help/privacy-policy/
Italian Space Agency (ASI)		https://www.asi.it/en/	https://www.asi.it/privacy-policy/
Latvian Space Office		https://latviaspace.gov.lv/en/latvian-space-office/	https://ec.europa.eu/info/law/law-topic/data-protection_en

Lithuanian Space Office	https://mita.lrv.lt/en/about-mita/lithuanian-space-office	https://mita.lrv.lt/en/about-mita/privacy-policy https://mita.lrv.lt/en/about-mita/privacy-policy
Luxembourg Space Agency	https://space-agency.public.lu/en.html	https://space-agency.public.lu/en/support/legal-disclaimer.html
Netherlands Space Office	https://www.spaceoffice.nl/nl/	https://www.spaceoffice.nl/nl/contact/privacy/
Norwegian Space Agency	https://www.romsenter.no/eng/	https://ec.europa.eu/info/law/law-topic/data-protection_en
POLSA (Polish Space Agency)	https://polsa.gov.pl	https://polsa.gov.pl/en/privacy-policy/
Portuguese Space Agency	https://ptspace.pt/	https://ec.europa.eu/info/law/law-topic/data-protection_en
Romanian Space Agency	http://www.rosa.ro/index.php/en/	http://rosa.ro/images/Documente/Altele/Informare_prelucrarea_datelor_cu_caracter_personal.pdf
Slovak Space Office	https://www.sario.sk	https://www.sario.sk/sk/o-nas/ochrana-osobnych-udajov
Slovenian Space Office-Ministry of Economic Development and Technology	https://www.gov.si/drzavni-organi/ministrstva/ministrstvo-za-gospodarski-razvoj-in-tehnologijo	https://ec.europa.eu/info/law/law-topic/data-protection_en
CDTI, Spain	https://www.cdti.es/	https://www.cdti.es/index.asp?MP=18&MS=o&MN=1&TR=C&IDR=175
Swedish National Space Agency	https://www.rymdstyrelsen.se/en/	https://ec.europa.eu/info/law/law-topic/data-protection_en
Swiss Space Office	https://www.sso.ch/	https://www.admin.ch/gov/en/start/terms-and-conditions.html#1797869203
UK Space Agency	https://www.gov.uk/government/organisations/uk-space-agency	https://www.gov.uk/government/publications/uk-space-agency-gdpr-privacy-notice
Malta Council for Science and Technology	https://mcst.gov.mt/	https://mcst.gov.mt/privacy-policy/

Third party IT tools, including Social Media

Third party IT tools or social media may be used to inform you and to promote an activity. ESA websites may provide links to social media and videos may be available on ESA social media pages. If you view a video or interact with the social media or other websites, social media or third party cookies are likely to be installed on your device, covered by third party Terms and Conditions and cookie policies. ESA has no influence over these. Carefully assess the privacy policies and Terms and Conditions prior to use with regard to your data subject rights, further processing and to protection of your personal data

The Agency and its Data Processors do not consider your personal data as an asset for sale and, thus, do 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.

- Names, email addresses, gender (with neutrality option) and country of work (teacher/educator): Delete the data 5 years after teacher training event or if the individual asks to withdrawal consent, whichever occurs first
- Telephone, ID/Passport number: Delete 1 month after the physical training event.
- Certificate (with teacher's name): Delete the data 5 years after teacher training event or if the individual asks to withdrawal consent, whichever occurs first
- Any special dietary requirements for logistics purposes and any special mobility requirements for logistics purposes (with option of not to disclose): Delete 1 month after the physical training event.
- Names, email addresses for evaluation of the impact of Education initiatives: Delete the data 15 years after teacher training event or if the individual asks to withdrawal consent, whichever occurs first

(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 up to date.

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 may no longer be able to participate in the ESA Summer and Autumn Teacher Workshops.

The above-mentioned request should be submitted to the ESA DPO, as first point of contact, by sending an email to:

- dpo@esa.int
- Copy to: teachers@esa.int

(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 and teachers@esa.int.

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.

(10) Your consent

The processing of personal data described in this privacy notice is based on your consent.

You may provide your consent during the ESA online registration process to the teacher training by accepting this Privacy Notice (selecting 'yes' in the related checkbox).

You can withdraw such consent by requesting ESA to stop the processing. This will not affect the legitimacy of the personal data processing that took place prior to the withdrawal of user consent.

You can withdraw your consent at any time by sending an email to ESA DPO at: dpo@esa.int in copy to: teachers@esa.int.

If you choose not to give or to withdraw your consent to the collection and processing of your personal data described in this Privacy Notice (with the exceptions of your opt-out options described in Chapter 5, points i, ii, iv & v), you understand and agree that you will no longer be able to participate in the corresponding teacher training.

For those cases where your consent was not already obtained by ESA (including by other modalities) and is required under the ESA Framework on Personal Data Protection, you hereby agree with the collection and further processing of your personal data.

You will be able to withdraw your consent depending on the modality used to collect your personal data, in particular:

- by sending an email to ESA DPO at: DPO@ESA.int in copy to teachers@esa.int.

(11) Photography/audio/video

When attending the *ESA Education Teacher Trainings*, you enter an area where photography, audio and video recording may occur and you agree that your personal data (image, name, school and country of residence) are collected by, or for, ESA in accordance with the current ESA framework on the protection of personal data and applicable ESA rules.

To respect our visitors wishes, we offer visitors with the option to opt out. Therefore, **we reserve a part of the room of the event that will be excluded from recordings.**

ESA will then publish and/or distribute the content recorded to the large audience in the public interest, in particular, related to science, space and similar matters. For that, ESA will use the relevant content by, publishing social media posts, articles, images or videos of you which are considered relevant for the performance of the activity carried out by the Agency. This aims to benefit and inform the citizens of Europe and the world about the new and/or relevant projects, or missions, with regards to, mainly, education, science and space.

For that, ESA posts on social media, such as

- ESA Facebook (www.facebook.com/EuropeanSpaceAgency/),
- ESA twitter (www.twitter.com/esa),
- ESA Instagram (www.instagram.com/europeanspaceagency),
- ESA Education Facebook (www.facebook.com/ESAEducation),
- Paxi Facebook (<https://www.facebook.com/PaxiESAKids/>),
- ESA Education twitter (www.twitter.com/esa_education) and
- communication platforms such as ESA website (www.esa.int).