

ESA Education Teacher Trainings

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

(1) Who is the Data Controller

Your personal data are collected and further processed as shown below upon the decision taken alone by ESA. Thus the Data Controller is ESA.

(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 for the purposes mentioned below are in particular:

For all teachers / educators:

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

Only for the teachers / educators selected to participate in the physical workshop:

- Telephone
- ID / Passport
- 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)

General data:

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

After the participation:

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

You should not send any sensitive information (including information that indicate, directly or indirectly, the personnel's ethnic origin, political opinions, adhesion to unions, parties etc., health situation, sexual orientation) to the Agency.

(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;
- 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 in order to:

- select the participants of the ESA Education Teacher Trainings,
- determine their eligibility to attend the ESA Education Teacher Trainings,
- gathering logistical data and sharing it with the contractor appointed to organise and host the ESA Education Teacher Trainings (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,
- 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.

(6) 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 reserved 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).

(7) 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.

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.

Recipient	Role	Server location	Link to Privacy Notices
WDO IT	Form host	Europe	https://www.wdoit.nl/privacy/
ATPI	Event organiser	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 network	ESA delegated offices involved in the promotion of the workshop	Europe	<i>Please refer to each ESERO for the Privacy Policy</i>
National Delegates from the ESA Advisory Committee on Education (ACE)	National stakeholders of ESA	Europe and Canada	<i>Please refer to each National Delegate for the Privacy Policy</i>
National Space Agencies/Offices*	National stakeholders of ESA	Europe and Canada	<i>Please refer to each National Space Agency for the Privacy Policy</i>

*List of National Space Agencies/Offices ESA might share your data with:

- FFG - Austria
- BELSPO– Belgium
- CSA – Canada
- Ministry of Transport of the Czech Republic
- Ministry of Higher Education and Science – Denmark
- Estonian Space Office – Estonia
- Space Business Finland - Finland
- CNES – France
- DLR – Germany
- Ministry of Digital Governance – Greece
- HSO – Hungary
- Department of Business, Enterprise and Innovation - Ireland
- ASI – Italy
- Luxembourg Space Agency - Luxembourg
- EZK / NSO / SRON – Netherlands
- Norwegian Space Agency – Norway
- POLSA – Poland
- Portugal Space – Portugal
- ROSA – Romania
- CDTI – Spain
- SNSA – Sweden
- SSO – Switzerland
- UKSA – United Kingdom
- MCST – Malta Council for Science and Technology

Please note that we might publish the content in all media and/or by all networks, anywhere throughout the world. These external social media or other companies have their own applicable personal data protection rules regarding disclosure and international transfers. Moreover, once the content is published online, ESA has no possibility to track who and from where the people are accessing, storing and/or processing the video, image or a content.

(8) 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), telephone 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
- 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 event.
- Names, email addresses for evaluation of the impact of Education initiatives (please see consent form section): Delete the data 15 years after teacher training event or if the individual asks to withdrawal consent, whichever occurs first

(9) 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

(10) 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.