

PRIVACY POLICY MOON CAMP SCHOOL PROJECT

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

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 enabling 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: 2 August 2022.

1. GENERAL INFORMATION

1.1. Whom is the Data Controller?

Your personal data is collected and further processed as shown below upon the decision taken alone by ESA and as separate Controller: Airbus Foundation. Thus, the Data Controller is ESA and Airbus Foundation.

1.2. 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.

1.3. What type of personal data about you is collected and further processed?

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

- *Before the participation:*

The submission will consist of the following information:

- Teacher Name
- Contact details (e-mail address)
- Team name
- School or Organisation name and address
- City
- Country
- Students age range
- Students gender
- Number of team members
- Written report (description of the project)
- 3D design of their project, including 3D file and images (pictures of individuals are not required for this purpose)
- Cookies

a) *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).

1.4. How is your personal data collected or processed?

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

- Direct enquiry from ESA's moon.camp@esa.int email;
- Registration to the Moon Camp Submission Platform (www.mooncampchallenge.org)
- Direct interaction with the website when submitting a Moon Camp project to the Moon Camp Submission Platform

1.5. Why is your personal data collected and processed?

Your personal data are collected and further processed so that:

1.5 A) For the organization and logistics of the Moon Camp School Project:

- Purposes of Data collection and processing by ESA (Data controller 1):

- a) *to provide you access to, and enable the use of the website*
- b) *to provide a user account to enable you to submit a Team project to the Moon Camp Submission Platform*
- c) *to determine your eligibility to submit a Moon Camp project*
- d) *to record statistics on participation in the Moon Camp School project*
- e) *to manage your relationship with the Agency as well as your requests and applications in relation to Moon Camp school project*
- f) *to enable your participation in the Moon Camp school project*
- g) *to send you notifications in connection with the Moon Camp school project*
- h) *to distribute prizes to the winning teams*
- i) *to create participation certificates which contain the teacher/mentor and/or the student team names, school/organization name, country.*
- j) *to highlight and promote the Moon Camp school project; to communicate about the Moon Camp school project as well as to promote similar events, in the future on any media*
- k) *to send you newsletters and new features in relation with ESA Education activities*
- l) *to conduct surveys*
- m) *to communicate your personal data to third-party collaborators, contractors and/or partners involved in the organisation of the Moon Camp school project or in the fulfilment of any of the other purposes*
- n) *other purposes that will be disclosed to the personnel when such information is requested*
- o) *the information is used for aggregated statistics on the use of this website*
- p) *may be used to categorise the browser on your computer and support us in storing user preferences and usage trends on an aggregated basis.*



- **Purposes of Data collection and processing by Airbus Foundation (Data controller 2):**

Please refer to the Privacy Notice of the Airbus Foundation (<https://www.airbus.com/en/privacy-notice>) regarding how they, as separate Controller, process your personal data in the Moon Camp School Project.

b.1) Airbus Foundation provides prizes for the winning teams. Personal Data processed are most likely: teacher/mentor(s) name, email, phone number and postal address; Jury members name and email.

c.1) Communicating via e-mail and/or phone with the student team's teachers/mentors and jury members in order to provide organisational information/updates.

WDOIT (Data Processor 1), the company providing ESA with the servers where online registration for the Moon Camp school project is hosted.

Data involved are: all data contained in the Moon Camp school project registration form.

Hexpoor (Data Processor 2), the company contracted by ESA for storage and shipment of ESA goodies, to ship the student teams and jury members goodies and certificates.

Shipping goodies, prizes and certificates to the student teams (teacher/mentor or school/organization's shipping address, recipient's contact point's email and phone number); shipping thanking goodies to Jury members.

Personal Data involved are: Teacher/Mentor's full name, e-mail address, phone number, school or organisation name and full postal address; Jury member name, email and phone number and full postal address.

1.5 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 Moon Camp school project 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, including the organization of the Moon Camp school project in your country:

To support ESA in the promotion of the Moon Camp school project 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 students and Teacher/Mentor, Jury Member, with option to opt out for each individual participant at registration through the dedicated consent form.

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: Teacher/Mentor's full name, e-mail address, school or organisation name, school or organisation type, subjects of teaching/mentoring, students' age range in aggregated form, gender distribution in student team in aggregated form.

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:

To support ESA in the promotion of the Moon Camp school project 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 students and Teacher/Mentor, Jury member, with option to opt out for each individual participant at registration through the dedicated consent form.

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: Teacher/Mentor's full name, e-mail address, school or organisation name, school or organisation type, subjects of teaching/mentoring, students' age range in aggregated form, gender distribution in student team in aggregated form.

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 Policy on Personal Data Protection.



1.6. To whom might we disclose your personal data?

As introduced in Chapter 1.5, 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 Moon Camp school project is hosted (service procured through the Solitee BV broker, not having access to the data)	Data Processor 1	The Netherlands	https://wdoit.nl/privacy
Hexpoor – the company contracted by ESA for storage and shipment of ESA goodies	Data Processor 2	Europe	https://www.hexspoorfulfilment.nl/en/disclaimer
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 Moon Camp school project 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/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/	
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/tietosuojaeloste/
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 Royal Institute of Technology	https://www.esero.se/	https://intra.kth.se/en/anstallning/anstallningsvillkor/att-vara-statligt-an/behandling-av-person/dataskyddsfordningen-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 Space Agency/Office	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.mdcrcz/	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/rd/en/desktopdefault.aspx/tabid-2099/3053_read-4706	https://www.dlr.de/EN/Service/PrivacyPolicy/privacypolicy_node.html
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
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_prelucrare_data_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-zagospodarski-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=0&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/

2. 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 (meeting, event). 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 regarding your data subject rights, further processing and to protection of your personal data.

Online webinars may be held using a third-party videoconference IT service such as Microsoft Teams or Webex, which process personal data according to their own cookies and privacy policies (available at: <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy> and <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>) over which ESA has limited influence and does not necessarily advocate. By participating in the activity and using the IT tool, you consent to the processing of your personal data according to the third-party tool’s conditions and its privacy policy.

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.



3. YOUR PERSONAL DATA

3.1. 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, and in any case not more than 5 years from the moment of collecting your data. Your Personal Data shall be deleted thereafter.

Exception applies to the photo/video/audio-written records used for communication which will be retained by ESA for as long as the legitimate purpose persists, unless consent is withdrawn by the data subject (or his/her parent/legal guardian when applicable).

For the retention period of the personal data collected by Airbus Foundation in their role of separate Data Controller, please refer to the Airbus Foundation Privacy Notice.

3.2. 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 they are inaccurate or incomplete, in relation to the purposes for which they are collected and processed, or if they are processed in violation with the principles referred in the 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 and share the outcomes of your Moon Camp 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

- Copy to: moon.camp@esa.int

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:

You have registered on the website www.mooncampchallenge.org and may delete or edit your data by:

1. Accessing your account: www.mooncampchallenge.org
2. Entering your account email and password
3. Clicking Log In
4. Clicking My Account
5. Clicking Delete or Edit
6. If you do not remember your password, you can reset your password by clicking the “forgot password” link on the sign in page.
7. If you are unable to access your account, please contact moon.camp@esa.int for assistance.

4. 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 moon.camp@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.

5. YOUR CONSENT

The processing of personal data described in this privacy notice is based on your consent. You may provide your consent by accepting this privacy notice (selecting the 'I accept' checkbox in the www.mooncampchallenge.org website) prior to submitting the registration form. 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; copy: moon.camp@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), you understand and agree that you will no longer be able to participate in the Moon Camp school project.

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

How and when can you withdraw your consent?

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

- *by unsubscribing to the mailing list for Moon Camp emails*
- *by deleting your account in www.mooncampchallenge.org*
- *by sending an email to moon.camp@esa.int or DPO@ESA.int.*