

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: 15 September 2023.

(1) Who is the Data Controller and for which purposes?

Your personal data mentioned in this Privacy Notice as specified below are collected and further processed to enable your participation in the Moon Camp Challenge, the performance of all activities necessary to conduct the project. 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 (Data Controller 1).

Airbus Foundation is a separate Data Controller (Data Controller 2) and is a partner of ESA for the Moon Camp Challenge. In this respect, your personal data may also be collected and processed upon an independent decision of the Airbus Foundation or its affiliates. Where the Airbus Foundation is separate Data Controller, their Privacy Notice applies (available at <https://discoveryspace-foundation.airbus.com/en/privacy-notice>) and ESA will have no liability whatsoever in connection with collection and processing of your personal data as separate Data Controllers.

ESA does not instruct any third party – including the Airbus Foundation– 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 the Moon Camp Challenge, such as enabling your online registration to the competition or shipping you goodies and/or 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 Moon Camp Challenge is part, such as communication and outreach purposes, and to inform you about future possibilities to be engaged, the data collected by ESA may 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 respective 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.

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.

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

The following data may be collected and further processed:

by ESA (data Controller 1):

Data subject	Collected Data
<u>Teacher/mentor</u>	<p><u>Personal Data:</u></p> <ul style="list-style-type: none"> • Full name • E-mail address • Phone number <p><u>General Data:</u></p> <ul style="list-style-type: none"> • Team name • Country of residence • Type of organisation • Organisation name and full postal address • Number of female students in their team • Students' age • 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) • Certificates • IP (internet protocol) address and data about your system activity • Cookies

The Airbus Foundation as separate data Controller 2), may collect and process the personal data listed in this table:

Data subject	Collected Data
<u>Teacher/mentor</u>	<p><u>Personal Data:</u></p> <ul style="list-style-type: none"> • Full name • E-mail address • Phone number <p><u>General Data:</u></p> <ul style="list-style-type: none"> • Team name • Country of residence • Type of organisation • Organisation name and full postal address • Number of female students in their team • Students' age • 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)



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, adhesion 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:

by ESA (Data Controller 1):

- 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

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

Your personal data are collected and further processed so that:

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) the information is used for aggregated statistics on the use of this website



- o) may be used to categorise the browser on your computer and support us in storing user preferences and usage trends on an aggregated basis.
- p) to prevent cyber-attacks and server overload (IP address)
- q) other purposes that will be disclosed to the personnel when such information is requested

- **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.

a) 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.

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

The following **Data Processors acting on behalf of ESA** (acting as Data Controller 1) - also listed in Chapter (6) - will process your personal data for the following purposes in particular:

Hexpoor (Data Processor 1), 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.

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 2), (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 follow up and evaluation of the impact and efficacy of the Moon Camp project for the education of the participating young people. This may involve a national ESERO to contact the coordinating teacher/educator with questions and/or questionnaires on the classroom activities performed, the students experience and their potential progress (no students' personal data involved), with option to opt-out.

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

- 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.

Personal Data involved are: Photo, video, written//audio-recorded quote of students and Teacher/Mentor.

- 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.

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 when such information is requested.

The national Space Agency/Office/ESA Delegation of your country (Data Processor 3) (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.

Personal Data involved are: Photo, video, written/audio-recorded quote of students and Teacher/Mentor, Jury member.

- 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.

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.

(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
Hexpoor – the company contracted by ESA for storage and shipment of ESA goodies	Data Processor 1	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 2	Europe	See full list in Table 2 below
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 3	Europe or Canada	See full list in Table 3 below

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/	https://ec.europa.eu/info/law/law-topic/data-protection_en
ESERO Denmark	House of Natural Sciences	https://esero.dk/	https://esero.dk/cookies-og-privatlivspolitik/
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/tietosuoja-seloste/
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/
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

*ESEROs in Hungary, Switzerland, Slovenia, Latvia, and Lithuania may be established during the period October 2023 and June 2024. The name of the organisations, domains and privacy policies will be added as soon as these are operational.

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.mdcz.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
Estonia 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
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
CDTI, Spain	https://www.cdti.es/	https://www.cdti.es/index.asp?MP=18&MS=0&MN=1&TR=C&IDR=175
Ministry of Economic Development and Technology, Slovenia	https://www.gov.si/en/topics/sodelovanje-z-esa/	https://ec.europa.eu/info/law/law-topic/data-protection_en
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 (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.

(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, 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.

(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 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.

(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 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.

(10) 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.