



## **PRIVACY NOTICE CLIMATE DETECTIVES 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](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;
- 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 Education Office. 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](mailto: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:

- Teacher/mentor’s name
- Teacher/mentor’s school name
- Teacher/mentor’s country
- Teacher/mentor’s email

You are required not to send to the Agency any sensitive information (including information that indicate, directly or indirectly, the personnel’s race and ethnic origin, political opinions, adhesion to unions, parties etc., religious or philosophical beliefs, health information, genetic or biometric data, sexual orientation or preferences, criminal convictions or children’s data).

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 and age range of students should be collected in a non-identifiable and anonymised format.

Regarding phase 3 of the project:

- Information in connection with your use of the sharing platform (<https://climatedetectives.esa.int/>), such as information in server logs, including information when you logged in
- IP (internet protocol) address and data about your system activity
- Cookies
- Statistics of data (on an aggregated level only)
- Other information that you provide and which may directly or indirectly identify you, such as photos, comments, videos

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

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

- Wufoo form provided by Survey Monkey (<https://www.surveymonkey.com/mp/legal/privacy-policy/>).



- Registration to the Climate Detectives Sharing Platform (<https://climatedetectives.esa.int>)
- Direct interaction with the website when submitting a Climate Detectives project to the Climate Detectives Sharing Platform

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

Your personal data are collected and further processed in order to:

- Teachers and mentor’s personal details are collected in order to contact them and inform the teacher/mentor about the different phases of the project.
- Enable participants of the Climate Detectives project to submit an investigation plan and to manage the relationship between the ESA Education Office and participants of the Climate Detectives project.
- provide a user account to enable participants of the Climate Detectives project to submit a Team project to the Climate Detectives Sharing Platform;
- determine the eligibility to submit a Climate Detectives project;
- record statistics on participation in the Climate Detectives School project;
- distribution of certificates to the winning teams;
- 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) 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	Role	Server location	Link to Privacy Notices
Wufoo by SurveyMonkey Inc.	Supplier responsible for the registration form	Europe and US	<a href="https://www.surveymonkey.com/mp/legal/privacy-policy/">https://www.surveymonkey.com/mp/legal/privacy-policy/</a>
WDO IT	This company is involved in the hosting of the Climate Detectives sharing platform ( <a href="https://climatedetectives.esa.int">https://climatedetectives.esa.int</a> )	Europe	<a href="https://www.wdoit.nl/privacy">https://www.wdoit.nl/privacy</a>
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>

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?***

Personal data will be kept until the end of the Climate Detectives project. Your Personal Data shall be deleted thereafter.

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

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 submit the team investigation plan and be contacted regarding any issues related with the Climate Detectives 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: [climate.detectives@esa.int](mailto:climate.detectives@esa.int)

You may also be allowed to access 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 [climatedetectives.esa.int](http://climatedetectives.esa.int) and may delete or edit your data by:

1. Accessing your account: [climatedetectives.esa.int](http://climatedetectives.esa.int)
2. Entering your account Email and password
3. Clicking Log In
4. Clicking My Account
5. Clicking Delete or Edit

If you do not remember your password, you can reset your password by clicking the “forgot password” link on the sign in page.

If you are unable to access your account, please contact [climate.detectives@esa.int](mailto:climate.detectives@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](mailto:dpo@esa.int) and copy to [climate.detectives@esa.int](mailto:climate.detectives@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.