

**Privacy notice - EU Space Academy Learning Platform and Scheduling Tool**

Privacy statement on the protection of personal data in relation to the “EU Space Academy Learning Platform and Scheduling Tool”

The European Union Agency for the Space Programme (EUSPA) is committed to protect your personal data and to respect your privacy. All personal data are dealt with in compliance with the applicable rules on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (currently Regulation (EU) No 2018/1725).

This privacy statement explains the reasons for the processing of your personal data in relation to provision of trainings, mentoring and/or follow up sessions on the EU Space Academy Learning Platform and EU Space Academy Scheduling Tool. It explains the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data being processed for each of the foregoing purposes. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

**Identity of controller and data protection officer:**

Controller: European Union Agency for the Space Programme (EUSPA), Head of the Market Development Department at [market@euspa.europa.eu](mailto:market@euspa.europa.eu)

DPO: European Union Agency for the Space Programme (EUSPA), Data Protection Officer, [dpo@euspa.europa.eu](mailto:dpo@euspa.europa.eu)

**Purpose(s) of processing:**

- to establish a list of participants in the EU Space Academy Learning Platform;
- to register data subjects on EU Space Academy Learning Platform and to provide access to the learning platform through the creation of a user profile;
- to send updates/(email) notifications concerning your participation in the EU Space Academy Learning Platform (before, during, and after your participation in the EU Space Academy Learning Platform);
- to provide means of communication between the participant and the requested mentor for mentoring and/or signing up to workshop feedback sessions in the EU Space Academy Learning Platform Scheduling Tool;
- to create anonymised user statistics;
- if necessary, to limit access to security-specific content in the platform and prioritize participation requests based on the country of citizenship – see further details under ‘Data/Categories of data concerned’ section below.

Please be advised that the EU Space Academy Learning Platform, hosted by LearnWorlds, collects and processes personal data during your use of the platform, including when using third-party videoconferencing services and other IT tools and platform integrations (in this case Jitsi and MailerLite), which also collect and process personal data about you as participant. We recommend

that data subjects carefully read the privacy policies of these platforms before providing their consent. These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services. Furthermore, if these data processors engage sub-processors, each entity is required to outline the specific data safeguards in place including the legal frameworks, contractual clauses, or equivalents to ensure GDPR<sup>1</sup> and/or EUDPR<sup>2</sup> compliance in the processing of your data.

The use of a third-party IT tool does not in any way imply that EUSPA endorses them or their privacy policies.

**Data/Categories of data concerned:**

- I) The Data Controller collects the following categories of personal data for the use of the EU Space Academy Learning Platform:
  - Your first name, your last name, your email and your country of citizenship are necessary to create the account and give you access to the learning platform;
  - Your age bracket, your gender, your education level, your education area, your organisation, your organisation category and your role in your organisation are optional when creating an account for the learning platform to create anonymised user statistics;
- II) Your country of citizenship can be used for anonymised user statistics creation and for limiting access to Security specific content in the platform. The Data Controller collects the following categories of personal data for the use of the Scheduling Tool of the EU Space Academy Learning Platform:
  - Your first name, your last name, your phone number, your email address, your country of citizenship, your start-up or company name, the activity area of your start-up or company the stage of your start-up, brief information on the use of EU Space data in your products or services, the description of your mentoring needs and whether you followed the trainings delivered (mandatory data) to register for mentoring or for workshop feedback sessions (office hours);

**Recipients/Categories of recipients of the data processed:**

Access to personal data is granted on a "need to know" basis to:

- a limited number of EUSPA Staff responsible for managing the EU Space Academy Learning Platform;
- Mentors / Lecturers of the Workshop will be provided with the mandatory data required for the use of the Scheduling Tool of the EU Space Academy Learning Platform;
- EUSPA engages as data processors the following external contractors which are bound by personal data protection rules equal to those applying to EUSPA:

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<sup>1</sup> REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

<sup>2</sup> REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

a limited number of SpaceTec Partners SRL and Verhaert New Products and Services NV (Contractor) staff responsible for carrying out this processing operation under contract EUSPA-OP-21-21-Lot2-SC3. Your personal data will also be processed by the following sub-processors on Contractor's behalf:

- MailerLite Limited (Ireland) and MailerLite Inc. (United States) enabling electronic communications;
- Jitsi under the legal entity 8x8, Inc (United States) enabling videocalls between participants and mentors;
- LearnWorlds (Cyprus) providing the virtual learning environment.

Any recipient shall be reminded of its obligation not to use the data received for other purposes than the one for which they were transmitted.

#### **Legal basis/Lawfulness of the processing:**

Processing is based on the consent of the data subject (Art. 5(1)(d) of Regulation 2018/1725). Data subjects give their free, specific, informed and unambiguous consent to the processing of their personal data by ticking the box on the EU Space Academy Learning Platform and/or on the Scheduling Tool, which is a mandatory step in the registration submission.

#### **Information on the storage locations and retention period of personal data:**

The retention period of personal data collected and processed in the context of EU Space Academy Learning Platform and/or on the Scheduling Tool is five years after the end of your participation in the EU Space Academy Training Platform. Once the retention period is over, personal data are destroyed.

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on servers of EUSPA or of EUSPA's contractor and/or its subcontractors, which are either located in the EU/EEA and abiding by the necessary security provisions or in the US and covered by the EU-U.S. Data Privacy Framework ensuring provision of an adequate level of protection of personal data.

Data security is of great importance and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure data collected online.

In order to protect your personal data, EUSPA has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

EUSPA's processor (contractor) is bound by specific contractual clauses for confidentiality and for any processing operations of your personal data on behalf of EUSPA. The processor has to put in place appropriate technical and organisational measures to ensure the level of security, required by EUSPA.

**Transferring the data to third countries:**

8x8 Inc. of the United States has acquired Jitsi. 8x8 Inc. is certified under the EU-U.S. Data Privacy Framework, which ensures that it provides an adequate level of protection of personal data (Commission Implementing Decision of 10 July 2023 pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the adequate level of protection of personal data under the EU-U.S. Data Privacy Framework).

MailerLite Inc. is certified under the EU-U.S. Data Privacy Framework, which ensures that it provides an adequate level of protection of personal data (Commission Implementing Decision of 10 July 2023 pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the adequate level of protection of personal data under the EU-U.S. Data Privacy Framework).

You can find information on the certification of the said companies under the EU-U.S. Data Privacy Framework [here](#).

**Automated decision-making**

Your data will not be used for an automated decision-making, including profiling.

**Data subjects have the right:**

- To obtain confirmation as to whether or not his or her personal data are being processed, access the data and obtain detailed information on the processing;
- Of rectification of inaccurate personal data;
- Of erasure of personal data if the statutory provisions are met;
- Of restriction of processing if the statutory provisions are met;
- To data portability, where applicable and if the statutory provisions are met;
- To withdraw the consent to personal data processing at any time, without affecting the lawfulness of the processing before the consent's withdrawal;
- To lodge a complaint to the European Data Protection Supervisor at [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu) should they consider that the processing operations do not comply with Regulation (EU) No 2018/1725.

Any request for the exercise of any of the abovementioned rights shall be addressed to the EUSPA Market Development Department at [market@euspa.europa.eu](mailto:market@euspa.europa.eu); data subjects are kindly requested to describe their requests explicitly.

**Contact information:**

- Regarding the processing of your personal data: [market@euspa.europa.eu](mailto:market@euspa.europa.eu);
- Regarding the interpretation, application or breach of Regulation (EU) 2018/1725, please contact the EUSPA Data Protection Officer (DPO) at [dpo@euspa.europa.eu](mailto:dpo@euspa.europa.eu).