

Privacy notice on the protection of personal data in relation to the “CASSINI Space Camps” event registration

Last updated: 13 May 2025

Novaspace is committed to protecting your personal data and respecting your privacy. All personal data are dealt in compliance with the applicable rules on the protection of natural persons with regard to the processing of personal data, in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679, GDPR).

This privacy notice explains the reason for the processing of your personal data in relation to the CASSINI Space Camps event registration. It explains how we collect, handle, and ensure the protection of all personal data provided, how that information is used, and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, as well as the Data Protection Officer.

A child-friendly summary of this privacy notice is available in English to help younger participants better understand how their personal data will be used. We encourage participants and their legal guardians to read it together.

Identity of controller and data protection officer

Data Controller: Novaspace SRL (Belgium) and Novaspace GmbH (Germany), together referred to as “Novaspace” hello@spacecamps.cassini.eu

DPO: Trilateral Research Ltd., privacy@nova.space

Purpose(s) of processing

To enable participants to register for the CASSINI Space Camps through an online form on the website, and allow for the assessment and selection process by Novaspace and local organisers, as well as to communicate with selected participants and their legal guardians about the programme.

Data/Categories of data concerned

Personal data obtained from the data subject through the participant registration form:

- First name
- Last name
- Email address
- Email address of legal guardian
- Telephone number
- Telephone number of legal guardian
- Birthdate
- Gender
- City/ Town of residence
- Country of residence
- Nationality/ Citizenship
- Languages spoken and respective levels
- Current affiliation (name of school in EU member state)

- School year/level

Personal data obtained from the data subject through the participant registration form for country-specific variations

In addition to a core set of data collected from all applicants, some participating countries require additional information for national selection processes. These variations are outlined below:

- Cyprus, Greece: Motivational letter
- Czechia, Italy, Poland: Guided motivational questions
- Latvia: Confirmation of valid permit in the EU, guided motivational questions
- Spain: Preferred subjects, average school mark, information on scholarships/sponsorships, motivational letter, supporting letter (e.g. recommendation)

Providing the requested data is necessary for your application. Without it, we cannot assess your eligibility or include you in the programme.

This privacy notice specifically concerns the personal data collected from individuals registering as participants for the CASSINI Space Camps. It explains how we collect, handle, and protect this information, how it is used, and what rights participants have under the General Data Protection Regulation (GDPR). For information on how personal data are processed when simply visiting or interacting with the CASSINI Space Camps website (e.g. cookies, contact forms), please refer to the separate website privacy notice available at:

<https://www.cassini.eu/spacecamps/sites/default/files/2025-02/Privacy%20Notice%20-%20CASSINI%20Space%20Camps.pdf>.

Categories of recipients of the data processed

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

- A limited number of Novaspace staff responsible for carrying out this processing operation.
- A limited number of staff of the Novaspace’s sub-contractors in charge of the local CASSINI Space Camps. Local organisers (see programme website for a list by country) are responsible for implementing the camps in each participating country.
- Novaspace engages as data processors the following external service providers, which are bound by personal data protection rules in accordance with GDPR:
 - MailerLite Limited (Ireland) for electronic communications.
 - Microsoft Ireland Operations Ltd. for secure cloud-based data storage and collaboration via Microsoft SharePoint, which is used to store registration data and provide access to authorised staff of the local organisers responsible for implementing the CASSINI Space Camps in each country. All data are stored on servers located within the European Economic Area (EEA).

Any recipient is reminded of its obligation not to use the data received for other purposes than those for which they were transmitted. In particular, local organisers are only authorised to process personal data for the purposes of implementing and managing the CASSINI Space Camps. They are contractually prohibited from repurposing the data or retaining it beyond the duration of their role in the programme.

Legal basis/Lawfulness of the processing

Participant Registration Form

Processing is necessary to manage the registration, selection, and communication with participants and their legal guardians as part of the CASSINI Space Camps, which constitutes a preparatory step before potential participation in the programme, as per Art. 6(1)(b) of the GDPR. Processing is based on the explicit consent of the data subject or their legal guardian in accordance with Art. 6(1)(a), for the purposes of:

- Process and assess applications to participate in the CASSINI Space Camps.
- Communicate with applicants and, where applicable, their legal guardians throughout the selection and onboarding process.
- Match selected participants with appropriate camp locations and programme content.
- Verify eligibility and supporting information provided (e.g. age, school affiliation, average marks).
- Coordinate logistical, educational, and safeguarding arrangements for participants.
- Ensure compliance with legal obligations concerning the involvement of minors.

If any health-related or other special category personal data are collected at a later stage (e.g. dietary requirements or accessibility needs), such data will be processed only with the explicit consent of the data subject or their legal guardian, in accordance with Article 9(2)(a) of the GDPR.

Storage locations and retention period of personal data

Novaspace retains personal data only as long as necessary to fulfil the purposes of collection:

Personal data submitted as part of the participant registration form will be retained for a maximum of 24 months after the end of the respective CASSINI Space Camp edition, to ensure proper documentation and potential follow-up activities. After this period, the data will be deleted or anonymised. This retention period allows Novaspace and local organisers to manage post-camp communication, respond to participant inquiries, conduct programme evaluation, and comply with potential audit or reporting obligations related to EU-funded initiatives.

Once the retention period expires, personal data are securely deleted.

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on servers of Novaspace or its contractors located in the European Union/EEA. Novaspace implements appropriate technical and organisational measures to protect personal data from loss, alteration, or unauthorised access.

Novaspace's processors (contractors) are bound by a specific contractual clause for any processing operations of personal data on behalf of Novaspace. The processors are required to implement appropriate technical and organisational measures to ensure the level of security mandated by the controller, Novaspace.

Transferring the data to third countries

Your data will not be transferred to third countries.

Automated decision-making

No automated decision-making or profiling is used during the participant selection process. All applications are evaluated by qualified staff.

Data subject rights

As a data subject, you have the following rights under Chapter III of the GDPR:

- Right to access your personal data and obtain details on processing.
- Right to rectification of inaccurate personal data.
- Right to erasure of personal data if statutory provisions are met.
- Right to restriction of processing if statutory provisions are met.
- Right to withdraw consent at any time without affecting the lawfulness of prior processing.
- Right to data portability, where applicable.
- Right to lodge a complaint with a data protection authority if you consider that processing does not comply with GDPR (e.g. the Belgian Data Protection Authority or your local national authority).
- Right to object to the processing of your personal data in certain circumstances, including for direct marketing purposes.

Requests for exercising any of these rights should be addressed to Novaspace at hello@spacecamps.cassini.eu or, in case of conflict, to the Data Protection Officer at privacy@nova.space.

Parental Consent and Participation of Minors

As the CASSINI Space Camps are open to participants aged 14 to 18, all individuals applying to take part in the programme are required to provide verifiable consent from a parent or legal guardian, irrespective of their country's legal age of digital consent.

This measure ensures compliance with Article 8 of the General Data Protection Regulation (GDPR), as well as with the respective national laws of participating countries, which set the digital age of consent between 13 and 16 years.

Parental or legal guardian consent is obtained through the following mechanisms:

- A signed parental consent form, which must be submitted during the registration process. A template of this form is provided on the website.
- A confirmation checkbox within the registration form, to be ticked by the legal guardian to acknowledge their consent and confirm that they have read and understood the privacy notice.

Registration cannot be finalised without valid parental or guardian consent.

In line with the GDPR, parents or legal guardians may exercise data subject rights on behalf of their child, including the rights of access, rectification, erasure, and withdrawal of consent, by contacting Novaspace or the Data Protection Officer using the contact details provided in this privacy notice.

Contact information

- Regarding the processing of your personal data: hello@spacecamps.cassini.eu
- Regarding data protection concerns: privacy@nova.space

This privacy notice was last updated on 13 May 2025. Any future changes will be communicated via the registration website at <https://www.cassini.eu/spacecamps>.