

ASDC Data Research Policy - Privacy and Data Protection

Introduction

This ASDC Data Research Policy - Privacy and Data Protection applies to users of the ASIM Science Data Centre (ASDC) website ("Website"), which is hosted by DTU Space in Lyngby, Denmark.

The ASDC website is publicly funded by ESA PRODEX, DTU Space, the European Research Council, Council of Europe, the Research Council of Norway, the Spanish National Research Council, and the Spanish Ministry of Science and Innovation.

The ASIM mission is a suite of instruments sent up to the ISS in 2018 to study lightning, and above-cloud discharges (TLEs and TGFs), and the relationship between them. The instruments include cameras and photometers in the optical and UV wavelengths, and an x-ray imager and gamma-ray detector. This combination of instruments makes it possible to distinguish between the many different types of discharge and to find the relative timing between them down to microseconds. It is the purpose of the ASDC website to distribute the ASIM data to lightning researchers worldwide and to inform both users and the general public about the ASIM mission and its discoveries.

The ASDC website is open to all researchers worldwide wishing to use the data for non-commercial purposes. However, for security reasons all webpages giving access to the scientific database and other proprietary data require user registration and are password-protected.

The information the website collects about each user is aimed at (i) establishing their academic credentials for accessing the ASIM data (ii) contact you about news, collaborations and system updates (iii) provide you with the relevant content through our database (iv) improve and promote our data services and products (v) for administrative, security, fraud prevention and legal purposes. We strive to protect each user's privacy and will always aim to minimize the amount of information we collect.

What Information ASDC Collects and Why

To register as a user of the ASIM Science Data Centre, a research group must submit a proposal, which will be reviewed by the ASIM Facility Science Team (FST). The data supplied to the FST and ASDC will include:

- * The name of the research project
- * The name of the head of this research group: [Lead Investigator]
- * The name and address of the institute where the group is based: [Lead Institution]
- * The full names of each member of the group wishing to access data via the ASDC Website
- * The phone number and email address of the Lead investigator
- * The email addresses of each member of the group accessing ASIM data
- * The institution of each member of the group accessing ASIM data

- * The geographic box in which the group is interested in ASIM data
- * The time period during which the group is interested in ASIM data
- * The ASIM instruments (MMIA, MXGS) for which the group would request for data. This information is collected to ensure that users comply with the Agreement for access and use of data at the ASIM Science Data Center (“Data Access Policy”), and to keep track of the data use and productivity of the ASIM mission. This is important to ensure future support for both the ASIM mission and the ASDC processing center and website.

Cookies

In addition to the information above, supplied by the users, ASDC automatically collects information on:

- The amount and type of data downloaded by each user
 - The IP-address of the machine to which the data is downloaded
- Which pages each user browses

This data is used to assess the productivity of the ASIM mission, as well as to see how users interact with the Website, so that it can be improved if any bottlenecks become apparent. The IP-address will only be used to identify individual users in cases where exaggerated quantities of data download cause problems for other users trying to access the data.

Statistics about Website usage, data download and scientific articles based on ASIM data, may be provided in an aggregated compilation to funding agencies in progress reports, to demonstrate the science return of the mission. The Data Access Policy requires that users inform ASDC about all publications based on ASIM data so that these can be included as products of the ASIM mission, and linked on the ASDC publications page.

Personal Data

ASDC collects Personal Data about each user (name, email address, IP-address). Data collected by ASDC is never shared with parties outside the ASDC consortium (DTU, UV and UB).

ASDC collects Personal Data necessary or appropriate to fulfill the purpose of the user’s interaction with ASDC, while maintaining the security of the ASIM database.

If research groups wish to have a link to their research group on the ASDC links webpage, this will be done only with the consent of the Lead Investigator, and will be arranged personally with ASDC via email.

Special requirements for users

Minors under the age of 16 will not be allowed to have accounts on the ASDC website. Anyone suspected of being a minor under the age of 16 will have their account closed by ASDC.

Basis for Processing Your Information

The information that you provide is necessary to provide the services that you require from ASDC - data browsing, packaging and download to your machine. We use your information in public interest, such as to expand and evolve the ASIM mission thus provide you with the best content through our Website and communications with users and the public, to improve and promote our data services, and for administrative, security, fraud prevention and legal purposes.

We do not use your information for any kind of promotion, commercial use or third-party use. We will never sell your information to any entity.

Consent

We rely on your consent to use your personal information for certain direct communications, such as sending you mission updates about ASIM and news of general interest to the lightning research community.

You may withdraw your consent at any time on the ASDC website.

How We Use Your Email Address

We may use your email address to inform you directly of important changes or opportunities on the ASDC website, and news about scientific collaborations, workshops or meetings that are of general interest to the scientific community. Your email address will also be used to send event trigger alerts if you have requested these.

Your email address will never be used for any other kind of marketing or mass-mailing. If you want to withdraw your consent for ASDC to contact you for the abovementioned purposes, you may do so by logging onto the ASDC website or by clicking on the link inserted in each email we send to you, and your email address will be removed from our mailing lists.

Sharing and Protecting Your Personal Data

ASDC does not share personal data with third parties. If an exceptional situation should arise in which this might be necessary, the user will be contacted by ASDC first to seek permission for such disclosure. Such unusual situations would include cases where ASDC is required by law to disclose its users to protect the property and rights of ASDC, ESA, or other third parties, and the public at large.

Reasonable security measures are in place to protect the Website against unauthorized access, use, alteration or destruction of personal data of all kinds, just as the science database is protected against such attacks. The server hosting the website is situated at DTU in Lyngby, Denmark, and is protected by the security measures employed by DTU. It is also protected by a firewall running at DTU Space.

International Transfer of Information

The Website is hosted by The Danish National Space Institute at the Technical University of Denmark (DTU Space), and all information we collect is stored and processed on the ASDC Danish server, and backed up on a separate server, also at DTU.

When providing the service of the Website, ASDC complies with the General Data Protection Regulation 2016/679 "GDPR".

ASDC's Communications With You

If you are a registered user of the Website and have supplied your email address, ASDC may occasionally send you an email to tell you about security, system information, new features, solicit your feedback, or just keep you up to date with ASIM mission news. We primarily use the Website itself to communicate this type of information, so we expect to keep this type of email to a minimum.

However, we urge users to check the 'News' and 'System' webpages on the Website to stay informed about these matters. There's a contact email address at the bottom of every email we send out so you can request to stop receiving such emails at any time.

Cookies, Tracking Technologies and Do Not Track Cookies

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. ASDC uses cookies to help us identify and track visitors, and their usage of the Website. ASDC visitors who do not wish to have cookies placed on their computers may set their browsers to refuse cookies before using the Website. This should in no way affect the basic services and behavior of the ASDC Website.

"Do Not Track" is a privacy preference you can set in your browser if you do not want online services to collect and share certain kinds of information about your online activity from third party tracking services.

With this setting, ASDC does not track your online browsing activity on other online services and we do not permit third-party services to track your activity on our site.

Privacy Practices and Your Rights

For users all over the world we guarantee the following rights and practices:

- * ASDC will provide clear methods of unambiguous, informed consent when we do collect your personal information.

- * ASDC will only collect the minimum amount of personal data necessary for the purpose of ASIM data sharing, unless you choose to provide us with more.

* ASDC will offer you simple method of accessing, correcting, or deleting your information that we have collected, with the exception of information you voluntarily provide that is necessary to retain as-is for the integrity of our project code as described below.

* ASDC will provide Website users notice, choice, accountability, security, and access, and we limit the purpose for processing. We also provide our users a method of recourse and enforcement through the ASIM Facility Science Team (see contact emails under 'Contact').

If you are located in the European Union, you are entitled to the following rights with regard to your personal information and data:

- * Right of access to your personal data, to know what information about you we hold
- * Right to correct any incorrect or incomplete personal data about yourself that we hold
- * Right to restrict/suspend our processing of your personal data
- * Right to complain to a supervisory authority if you believe your privacy rights are being violated

Additional rights that may apply to you in certain instances:

- *Right of data portability (if our processing is based on consent and automated means)
- *Right to withdraw consent at any time (where processing is based on consent)
- *Right to object to processing (if processing is based on legitimate interests)
- *Right to object to processing of personal data for direct marketing purposes
- *Right of erasure of your personal data from our system (“right to be forgotten”) if certain grounds are met
- *To exercise your privacy rights, you can email us at the address given in the ‘Contact’ section of this Website.

Data Retention and Deletion

If you have an account on the Website, you may access, update, alter, or delete your basic user profile information by logging into your account and updating your profile settings. You are not allowed to change the settings of anyone else in your research group, even if you are the Lead Investigator of the group.

ASDC will retain your information for as long as your account is active or as needed to perform our data distribution obligations, provide you services through the Website, to comply with legal obligations, resolve disputes, preserve legal rights and Data Rights, or enforce our agreements.

We will delete inactive accounts after a period of twenty four (24) months. We will also erase information once it is no longer necessary to fulfill the purposes for which it was collected and processed.

At the end of the ASIM mission, active users will automatically have their accounts transferred to the ASIM Legacy Archive Website, which will be an extension of the ASDC website. All the policies, procedures, rights and obligations of the ASDC website will apply to the ASIM Legacy Archive Website.

Contacting ASDC About Your Privacy

If you have questions or concerns about the way we are handling your information, or would like to exercise your rights, please email us with the subject line "ASDC Privacy Concern" at asdc@space.dtu.dk.

We will respond as soon as possible, latest within 30 days of receiving your message.

Privacy Policy Changes

Although most changes are likely to be minor, ASDC may change its ASDC data research policy from time to time, and at ASDC's sole discretion. We will provide notification to users who have provided us email addresses of material changes to the ASDC data research policy through our Website prior to the change taking effect by posting a notice on our home page and sending email to the email address specified in your account.

ASDC data research policy change history

Date	Authors	Version	
28/10/2019	CAO +NB	1.0	First published Privacy Policy written by CAO and corrected by NB
07/11/2019	CAO	1.1	Added full expansion of acronyms FST and ASDC