

Small Satellite Missions

Request for Information

UK Spaceflight Programme

Document Version: 1.0

Date: 19/05/2022

Executive Summary

The National Space Strategy¹, published on 1 February 2022, sets out a 10 Point Plan to achieve UK's goals in space, the first of which is to capture the European market in commercial small satellite launch.

The UK's launch programme will deliver the first small satellite launch from Europe in 2022 and the UK aims to become the leading provider of commercial small satellite launch in Europe by 2030.

Since its inception in 2018, the UK Spaceflight Programme has been establishing and supporting the growth of a commercial UK small satellite launch industry through partnerships with launch service providers, spaceports, and wider supply chains.

Achieving the UK's ambition for launch is a joint effort between Government and industry, with any future government intervention responding to the best evidence available.

To aid in gathering this evidence the UKSA is launching three Requests for Information (RFI):

- 1. The **Launch Service Providers (LSPs)** RFI is directed at LSPs that have ambitions to launch from the UK. The aim of this RFI is to understand both the LSPs plans and capability.
- The Small Satellite Missions RFI is directed at companies running or planning small satellite missions
 that are to be launched between 2022-2027. We are specifically interested in missions that are
 currently seeking launch opportunities and whose missions are compatible with launch from UK
 spaceports.
- 3. The **In-Orbit Demonstration** RFI is directed at any organisation developing or planning to develop payloads or technologies seeking flight opportunities as hosted payloads or on IODs. The aim of this RFI is to understand the UK landscape of new technologies that are seeking demonstration flight opportunities in the next 5 years.

This RFI (Small Satellite Missions) is directed at satellite, platform and payload manufacturers to gather information on missions that are planned for launch in the coming years. We are specifically interested in missions that are currently seeking launch opportunities and whose missions are compatible with a launch from UK spaceports. Responses received together with wider available information will be used to guide UKSA's considerations in relation to supporting the growth of the UK small satellite launch market.

This RFI will help guide UKSA's interaction with satellite, platform, and payload manufacturers. We therefore welcome your responses, and we look forward to your valuable insights.

I am grateful in advance for the time and effort taken in replying to this request for information. Yours sincerely,

Matthew Archer Director of Commercial Spaceflight UK Space Agency

¹ National Space Strategy (UK) (1 February 2022) accessible online here: https://www.gov.uk/government/publications/national-space-strategy/national-space-strategy

How the information you provide will be used and treated

- The purpose of this RFI is to guide UK Space Agency interaction with small satellite manufacturers.
- Responses received together with wider available information will be used to guide UKSA's considerations in relation to supporting the growth of the UK small satellite launch market.
- Information that you provide, not already in the public domain, will be treated as commercially sensitive information. This means that access to this information will be stored in a protected digital folder restricted to UKSA staff involved with the purpose of this RFI.
- The RFI participation process, including how to send your response appears in the section directly
 after the questionnaire below. Please do not hesitate to get in touch with UKSA via the following
 email if you would like us to take additional steps to receive or store your response:
 Spaceflight@ukspaceagency.gov.uk.
- All personal data will be protected according to UK General Data Protection Regulations (GDPR) rules.
- All responses collected will be deleted by 31 December 2028 when we expect all initial activities
 regarding the purpose would have expired. The information gathered will not be used beyond the
 stated purpose without explicit permission.

RFI Terms

- This RFI is intended to be a request for information only. No contractual obligation is expected to arise from this RFI process.
- This RFI does not commit the UK Space Agency to pay any cost incurred in the preparation or submission of any response to the RFI.
- Responding (or failing to respond) to this RFI will not prejudice you from participating in any future calls for information or to tender proposals.

Definition of Terms

Small Satellite (SmallSat)	Satellite, which includes a payload and a
Siliali Satellite (SilialiSat)	
	platform, in the 0.1kg-400kg mass range
In-Orbit-Demonstrator (IOD)	A technology demonstration Small Satellite
	allowing technologies to be tested in orbit.
Space Tug	A propulsive Small Satellite for secondary Small
	Satellite deployment.
Payload	Part of the satellite that allows it to deliver
	mission objectives for which it is designed (e.g.,
	science & technology, observation,
	communication, navigation).
Platform	The structural part of the satellite plus the
	essential (not bespoke/scientific) subsystems
	(propulsion, power, thermal, attitude control,
	data handling), allowing the
	payload/instrument(s) to perform its mission

(but not strictly part of the payload/scientific
instruments).

Questionnaire

In each section, please feel free to include as much relevant information as you like.

Please provide answers including indications of where answers are actual or anticipated or where the information requested is currently unknown (for example subject to ongoing development).

If useful, you may also respond to questions by providing a link to publicly available information or by attaching and referencing a relevant document that contains the information sought.

If you have multiple missions, you would like to inform us of please submit a separate response for each mission.

1	Mission Description	
	Number of satellites (if the mission is a	
	Constellation)	
	Satellite/ Constellation Name	
	Country of Operator/Owner	
	Operator/Owner Name	
	Mission Scope (e.g., Earth observation, debris removal, navigation, weather etc)	
	Mission Objectives	
	Mission Lifetime (months / years)	
	Description of activities from deployment to end of life	
	Is the mission an IOD or a payload intended to be launched as part of an IOD mission? If so, Section 5 should be completed for each payload onboard the mission.	
	Is the platform a Space Tug?	
	If the platform is a Space Tug Sections 1, 3 and 8 should be completed for each Small Sat intended to be launched on the Space Tug.	
	If the mission is a constellation, please provide information on the constellation deployment plan here.	
	Please describe if there is synergy with developmental or UK government policy goals if known (e.g., tackling climate change, sustainability in space, space science and innovation, improving public services)	

2	Mission Progress
<u>-</u>	<u> </u>
	ECSS-M ST-10C Rev. ² 1 Space project
	management: Project planning and
	<i>implementation</i> defines the different phases of a

² https://ecss.nl/standard/ecss-m-st-10c-rev-1-project-planning-and-implementation/

space project. In which phase is your project currently at and how long will it take you to complete Phase D from the phase you are currently at (in months rather than a date)? Phase 0 - Mission analysis/needs identification Phase A - Feasibility Phase B - Preliminary Definition Phase C - Detailed Definition Phase C - Detailed Definition Phase F - Utilization Phase F - Disposal Please provide the corresponding timings in relation to the following review phases. • Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines.	
complete Phase D from the phase you are currently at (in months rather than a date)? Phase O - Mission analysis/needs identification Phase A - Feasibility Phase B - Preliminary Definition Phase C - Detailed Definition Phase D - Qualification and Production Phase F - Disposal Please provide the corresponding timings in relation to the following review phases. Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
currently at (in months rather than a date)? Phase 0 - Mission analysis/needs identification Phase A - Feasibility Phase B - Preliminary Definition Phase C - Detailed Definition Phase D - Qualification and Production Phase E - Utilization Phase F - Disposal Please provide the corresponding timings in relation to the following review phases. • Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Phase 0 - Mission analysis/needs identification Phase A - Feasibility Phase B - Preliminary Definition Phase C - Detailed Definition Phase D - Qualification and Production Phase E - Utilization Phase F - Disposal Please provide the corresponding timings in relation to the following review phases. • Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Phase A - Feasibility Phase B - Preliminary Definition Phase C - Detailed Definition Phase D - Qualification and Production Phase E - Utilization Phase F - Disposal Please provide the corresponding timings in relation to the following review phases. • Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Phase B - Preliminary Definition Phase C - Detailed Definition Phase D - Qualification and Production Phase E - Utilization Phase F - Disposal Please provide the corresponding timings in relation to the following review phases. • Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Phase C - Detailed Definition Phase D - Qualification and Production Phase E - Utilization Phase F - Disposal Please provide the corresponding timings in relation to the following review phases. • Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Phase D - Qualification and Production Phase E – Utilization Phase F – Disposal Please provide the corresponding timings in relation to the following review phases. Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) + X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Phase E – Utilization Phase F – Disposal Please provide the corresponding timings in relation to the following review phases. Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Phase F – Disposal Please provide the corresponding timings in relation to the following review phases. Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Please provide the corresponding timings in relation to the following review phases. Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
relation to the following review phases. Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
 Planning and Current Project phase schedule, including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or 	
including key milestone reviews [Effective Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Date of Contract (EDC) +X months]: EDC, Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Mission Definition Review, Preliminary Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Design Review, Critical Design Review, Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Manufacturing Readiness Review, Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Acceptance Review, Final Operations Review, Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Flight Readiness Review, In-Orbit Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Commissioning Review. Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Is funding in place to support the in-orbit operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
operations? Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Has/ have the Ground Station(s) that will be used for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
for tracking the satellite and communicating with it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
it been identified? If so, please provide a short status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
status (contract in place/ in negotiation with Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
Operator) and location. If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
If the Ground Station(s) needs to be procured, provide associated timelines. Please outline current progress made and or	
provide associated timelines. Please outline current progress made and or	
Please outline current progress made and or	
I have in a to all in a collections to a lateriary and a collection to	
projected in relation to obtaining all relevant	
regulatory licensing. This includes but not limited	
to:	
1. Orbital Licensing	
2. Radio Frequency Licensing	
3. ITU Filings	
4. Other	
Are you planning on insuring the satellite for any	
of the following:	
- Pre-launch activities	
- Launch	
- In-orbit activities	

3	Satellite Characteristics	
	Launch Mass (Kg)	
	Dry Mass (Kg)	

Satellite dimensions, ii payload(s) (e.g. 280x3: height)	ncluding platform and 20 mm base, 420 mm	
Provide satellite class:		
Class 1	250.1Kg – 400Kg	
Class 2	100.1Kg – 250Kg	
Class 3	20.1Kg – 100Kg	
Class 4	1Kg – 20Kg	
Class 5	<1kg	

4	Platform Description
	Platform Manufacturer
	Platform Type
	Platform Heritage
	Orbit Average Power (OAP) (Watts)
	Propellant type (electrical, chemical, both or none)
	Propellant Specific Impulse (Isp [s]) or
	Delta-V (m/s) for maximum mass
	De-orbit mechanisms (e.g. propulsion, drag
	sail, debris removal docking plate, etc)
	Data requirements (Frequency band, data
	rate/bandwidth)
	Launch configurations offered (e.g. 6x2U;
	3x1U&2x6U; etc) if the mission is a Space
	Tug

5	Payload(s) Description
	Payload Manufacturer(s) Names
	Payload mass (kg)
	Payload dimensions (e.g., 140x180 mm
	base, 220 mm height)
	Payload power requirements (Watts)
	Payload data volume
	Unique requirements if applicable, such as
	thermal, optical link, fine pointing etc
	If the mission is an IOD, please provide the
	payload Technology Readiness Level and
	justification of Technology Readiness Level
	for each payload onboard the mission,
	using the definitions in ECSS-E-HB-11A TRL ³
	Assessment Handbook

6	Orbital Parameters	

³ https://ecss.nl/home/ecss-e-hb-11a-technology-readiness-level-trl-guidelines-1-march-2017/

Class of Orbit (LEO, MEO, GEO or other)	
Type of Orbit (SSO, circular, polar, or other)	
For SSO, Local Time of Ascending Node	
[degree]	
Longitude of ascending node [degree]	
Perigee [km]	
Apogee [km]	
Inclination [degree]	
In the case of a tug for moving an existing	
asset to a new orbit, provide the orbits it is	
transferring between:	
Longitude of ascending node [degree]	
Perigee [km]	
Apogee [km]	
Inclination [degree]	
Mission specific constraints	

7	Launch Information
	Planned launch date
	Details on launch agreements for the
	intended mission - none / letters of intent /
	launch service agreement signed
	If no agreements for launch have been
	made, please indicate why.
	Launch Service Provider
	Status summary of launch vehicle operator
	engagement (i.e., technical analysis/
	compatibility, launch availability)
	Launch site location
	Launch ROM Cost
	Please provide commentary in relation to
	ease or difficulty in obtaining launch for
	your payload. These include in relation to
	timings, service offerings, cost, and
	geographical location of launch.

Funding & Cost
Is the funding in place for the following:
- Satellite or Constellation procurement.
If not, until which Phase of the project
is the Satellite or Constellation funded
to, as defined in the ESA project
phases in Section 2
- Launch
- Ground station procurement
- In-orbit operations
- All the relevant Licenses
- Insurance
Constellation ROM cost

Platform ROM Cost (if the mission is a	
Space Tug, please provide the cost for	
100% fill as well as the price per kilo)	
Payload(s) ROM Cost	

RFI Participation Process

- Please provide answers in each section of the RFI Questionnaire above. This includes indications of where answers provided are actual or anticipated or where the information requested is unknown (for example subject to ongoing development).
- Submissions of the completed questionnaire should be sent as either a Microsoft Word or PDF
 (Portable Document Format) to: Spaceflight@ukspaceagency.gov.uk with "Small Satellite Missions RFI" as the subject line.
- Please include all additional information as attachments with a total data size no larger than 25Mb.
 Please send subsequent responses if necessary due to data size limitations.
- The deadline for responses is close of play, 29/07/2022.
- If you need more time or if you have any questions/queries about the process, please contact Spaceflight@ukspaceagency.gov.uk.
- An email confirmation of receipt from UKSA will be sent within a one-week period to the designated point of contact.

Any other information

Please include any other information deemed relevant to your response.

Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

YOUR DATA

The data

We will process the following personal data:

Names and contact details of employees involved in preparing and submitting responses to the Request for Information.

Purpose

We are processing your personal data for the purposes of the Request for Information (RFI) described within the accompanying RFI.

<u>Legal basis of processing</u>

The legal basis for processing your personal data is Consent.

Recipients

Your personal data may be shared by us with other Government Departments or public authorities where necessary as part of the RFI exercise. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Microsoft and Amazon Web Services.

Retention

All responses collected including personal data will be deleted by 31 December 2028 when we expect all initial activities regarding the purpose would have expired. The information gathered will not be used beyond the stated purpose without explicit permission.

<u>Automated decision making</u>

Your personal data will not be subject to automated decision making.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to withdraw consent to the processing of your personal data at any time.

You have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used, and machine-readable format.

INTERNATIONAL TRANSFERS (if applicable)

Your personal data will be processed in the UK.

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services it may be transferred and stored securely outside the European Economic Area. Where that is the case, it will be subject to equivalent legal protection through the use of Model Contract Clauses.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an UK independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF 0303 123 1113 casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is the Department for Business, Energy & Industrial Strategy (BEIS). You can contact the BEIS Data Protection Officer at:

BEIS Data Protection Officer

Department for Business, Energy and Industrial Strategy

1 Victoria Street

London

SW1H 0ET

Email: dataprotection@beis.gov.uk