

RECORD
Of data processing activity regarding the management of missions and
reimbursement of mission costs.
According to Article 31 Regulation 2018/1725

NAME of data processing:

Mission management and reimbursement of costs related to missions.

Last update: May 2020

1) Controller(s) of data processing operation (Article 31.1(a))	
Controller: Fusion for Energy (F4E)	
Commercial Department representative:	
(HoD) Commercial-Department-Controller@f4e.europa.eu	
Data Protection Officer (DPO): DataProtectionOfficer@f4e.europa.eu	
2) Who is actually conducting the processing? (Article 31.1(a))	
The data is processed by F4E (responsible unit) itself	<input checked="" type="checkbox"/>
The data is processed by a third party (e.g. contractor) (Art. 29 – Processor) :	<input checked="" type="checkbox"/>
Contact point at external third party (e.g. Privacy/Data Protection Officer):	
<ul style="list-style-type: none"> - PMO dedicated staff in charge of the calculation of reimbursements of travel missions. Contact: PMO-MISSIONS@ec.europa.eu. When data is transferred to the PMO, the processing carried out by this third-party processor is covered by their data protection policy and respective Privacy Notice. The Protection of Personal Data throughout this transfer is also described in the SLA between the PMO and F4E. - El Corte Ingles Viajes: This is the travel agency contracted by Fusion for Energy to book all transport, accommodation and car rental bookings. Transport, hotels and car rentals are paid directly by the travel agency. Contact: Ag Viajes 1197 Fusion 4 Energy f4e@viajeseci.es - For the execution of financial transactions, (personal) data is processed through the Acrual Based Accounting System (ABAC) which is a system ran by DG Budget (budg-data-protection-coordinator@ec.europa.eu). The responsibilities of both F4E and DG Budget regarding Personal Data Protection within ABAC are described in the Service Level Agreement and are partly laid out in section 3B below. 	

3) Purpose and Description of the processing (Article 31.1(b))

Why is the personal data being processed? Specify the underlying reason for the processing and what you intend to achieve. Describe, summarize the substance of the processing.

When you (later on) intend to further process the data for another purpose, please inform the Data Subject in advance.

3A) Purpose of the Processing

Whenever Fusion for Energy staff members (hereafter “staff” or “staff members”) are required to travel away from their place of employment for the needs of the service (eg. for congresses, conferences, seminars, workshops, meetings and other working appointments), this constitutes a mission.

Processing of personal data (eg. travel orders, processing visa applications, statement of expenses) occurs within the context of managing missions of Fusion for Energy staff members. The purpose is to make the appropriate arrangements for missions and to process expense claims related to missions.

3B) Description

Personal data from staff members are collected and processed through the corresponding travel orders submitted to the Mission Management system (MiMa) for the participation of staff members in congresses, conferences, seminars, workshops, meetings and other working appointments, and through statements of expenses (cost declarations) for the reimbursement of eligible costs incurred during their mission.

Data is collected and processed only for the purposes described in the paragraph above, in accordance with [PM-148 Reimbursement of Mission Expenses](#) and within the procedure for missions as provided in the Practical Guidelines on mission management ([255DGR](#)). The MiMa software application is used for the organization of the mission and the declaration of costs. Data is transferred to the PMO who executes the calculation of the settlement and is responsible for processing and checking mission expenses.

The Name of Staff on mission and the date and location of the mission is accessible to all staff through the ‘F4E Staff Whereabouts’ Reports on F4E’s Integrated Reporting System. This Information will be accessible to all staff for the maximum of one month from the start of the mission.

For the execution of financial transactions, (personal) data is processed through the Acrual Based Accounting System (ABAC) which is a system ran by DG Budget.

For the provision of accounting and treasury services, DG Budget acts as the processor and F4E as the controller. For the processing of personal data with the purpose of registering in the Commission Financial System ABAC the necessary Legal Entities and Bank Account Files, DG Budget and F4E act as joint controllers.

Requests made by Data Subjects should first be directed to, and dealt with by F4E. The responsibilities of both F4E and DG Budget regarding Personal Data Protection within ABAC are further described in the [Service Level Agreement](#).

The Data Protection Record and Privacy Notice held by DG Budget can be found [here](#).

4) Lawfulness of the processing (Article 5(a)–(d)):

Mention the legal bases which justifies the processing

Processing necessary for:

- (a) performance of tasks in the public interest attributed by EU legislation (including management and functioning of F4E)
- Council Decision of 27 March 2007 “establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it” - 2007/198/Euratom, as last amended by Council Decision of 22 February 2021 (2021/281 Euratom), O.J. L 62, 23.02.2021, p.8, in particular Article 6 thereof;
 - Statutes annexed to the Council Decision (Euratom) No 198/2007 “establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it”, as last amended on 22 February 2021, in particular Article 10 thereof;
 - Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1) laying down the Staff Regulations of Officials (hereinafter “Staff Regulations”) and the Conditions of Employment of Other Servants (hereinafter “CEOS”) of the European Economic Community and the European Atomic Energy Community as subsequently amended, specifically Article 71;
 - Commission Decision of 18.11.2008 on the General Implementing Provisions adopting the Guide to Missions for officials and other servants of the European Commission (C(2008) 6215 final);
 - Practical Guidelines on mission management available on F4E Net:
<https://f4enet.f4eda.local/sectionMyF4E/MyWorkingLife/5/Pages/MissionProcedure.aspx>
- (b) compliance with a *specific* legal obligation for F4E to process personal data
- (c) necessary for the performance of a contract with the data subject or to prepare such a contract
- (d) Data subject has given consent (ex ante, freely given, specific, informed and unambiguous consent)

5) Description of the data subjects (Article 31.1(c))

Whose personal data is being processed?

Data subjects are natural persons who are Fusion for Energy staff members who are taking part in congresses, conferences, seminars, workshops, meetings, or in other working appointments outside their place of employment.

6) Categories of personal data processed (Article 31.1(c))

Please give details in relation to (a) and (b). In case data categories differ between different categories of data subjects, please explain as well.

(a) General personal data:

Personal data shall mean any information relating to an identified (directly or indirectly) or identifiable natural person. This information shall only be processed in the exercise of activities, which fall within the mission management process, and can include:

- Name
- Department/Unit and personal number
- LEF and BAF
- Mission destination and details
- Declaration of conflict of interest regarding gifts or payments offered
- Hotel invoices, taxi receipts, parking receipts, telephone and/or internet bills, transport tickets (flight or boat boarding passes, train tickets if nominative, car hiring invoices) and any other proof of payment necessary for the reimbursement of any expenses in which the staff member may have incurred;
- Leave and leave destination;
- Signature and name of the Authorizing Officer;
- Name and Phone Number of the Liquidator.
- Any other personal data provided in the MiMa application.

Only relevant and necessary data for the mission management and the reimbursement of costs may be collected and further processed. The Personal Data listed above that are also further processed in ABAC can be found in the [Data Protection Record](#) held by DG Budget.

(b) Sensitive personal data (Article 10)

No sensitive personal data is processed.

7) Recipient(s) of the data (Article 31.1 (d))

Recipients are all people to whom the personal data is disclosed (“need to know principle”). Not necessary to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).

The following recipients may have access to the personal data processed:

- The hierarchical superior to whom mission requests are transmitted electronically for approval;
- The travel agency contracted to work with F4E;
- PMO dedicated staff, according to the Service Level Agreement concerning the collaboration of The European Joint Undertaking for ITER and the development of Fusion Energy (F4E) with the Office for Administration and Payment of Individual Entitlements (PMO);
- F4E Finance Unit;
- Delegations;
- IDM Manager, if necessary for support; The supporting ICT officers (for provision of technical assistance to the MiMa software application);
- For Personal Data further processed through ABAC:

- All F4E staff on the financial circuit have access to the data on ABAC. The extent of this access depends on the access rights which are set on a strict need to know basis. A list of specific access rights can be obtained by contacting F4E Local Authorization Manager (LAM) by addressing Commercial-Department-Controller@f4e.europa.eu;
 - On the side of DG Budget the relevant recipients are described in [DG Budget's](#) Data Protection record.
- For personal data published in the IRS reports (as describe in Section 3B), all staff have access to this data.

Also, if appropriate and necessary for monitoring or inspection tasks, access may be given to: F4E Director, Head of Admin., DPO and Anti-Fraud & Ethics Officer, Head or responsible officer of LSU, IAC, IDOC.

8) Transfers to third countries or International Organizations (Article 31.1 (e))

If the personal data is transferred outside the EU, this needs to be specifically mentioned, since it increases the risks of the processing operation (Article 47 ff.).

Data is transferred to third countries or International Organizations recipients:

Yes

No

If yes, specify to which country/IO:

If yes, specify under which safeguards and add reference :

Adequacy Decision (from the Commission).....

Memorandum of Understanding between public authorities/bodies.....

Standard Data Protection Clauses (from the EDPS/Commission).....

Binding Corporate Rules

Others, e.g. contractual/agreements (subject to authorization by the EDPS)

Reference: N/A

9) Technical and organizational security measures (Articles 31.1(g) and 33)

Security measures are implemented to ensure integrity, confidentiality and availability of information. The default provisions include backups, centralized logging, software updates and continuous vulnerability assessment and follow-up. Specific provisions resulting from the characteristics of the information system may lead into the implementation of encryption, two-factor authentication among others found relevant following a risk analysis.

10) Retention time (Article 4(e))

How long is it necessary to retain the data and what is the justification for this retention period? If appropriate, differentiate between the categories of personal data. If the retention period is unknown, please indicate the criteria for determining it.

Online data, e-mails and hard copies/supporting documents are retained for ten (10) years from the date of the closure of the mission file. Documents may be retained until the end of a possible audit or Court Proceeding if one started before the end of the above period.

In accordance with the [record](#) held by DG Budget, Personal Data further processed through ABAC might be retained by DG Budget for up to ten (10) years after the last transaction.

A longer conservation period may equally apply in order to cover periods in case of a dispute or appeal.

Data related to travel bookings is stored in the travel agency's booking system in accordance with Spanish data protection law.

11) Information/Transparency (Article 14-15)

Information shall be given in a concise, transparent and easily accessible form, using clear and plain language.

A specific Privacy Notice ([F4E_D_26LSNG](#)) is published on F4E Net, F4E's external website and in the MiMa web application.