



RECORD
of processing activity
according to Article 31 Regulation 2018/1725

NAME of data processing:

Use of taxi for health reasons

Last update: June 2020

1) Controller(s) of data processing operation (Article 31.1(a))

- Controller: Organisational entity of Fusion for Energy (F4E)
 - Unit / Department **responsible** for the processing activity: HR Unit
 - Contact: HR-DataProtection@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

The data is processed by a third party (e.g. contractor) (Art. 29 – Processor) :

The Medical Advisor provides its opinion on the request.

Contact point at external third party (e.g. Privacy/Data Protection Officer):

Gabinete SME

Medical-Advisor@f4e.europa.eu

Privacy Notice Gabinete SME

<https://www.gsmep.com/es/aviso-legal/>

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, summarise 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.

A staff member may exceptionally request the reimbursement of taxi expenses in case he/she is temporarily unable, due to health reasons, to join his/her working place with a public transport or his/her own car.

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)
- [a. 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;](#)
 - [b. 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;](#)
 - [Note from the Director of 19 February 2015 regarding request for taxi reimbursement in case of health problem \(ref. F4E D 22NWNB\)](#)
- (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?

Staff members of Fusion for Energy (officials, temporary agents and contract agents employed under the Staff Regulations and Conditions of Employment of Other Servants).

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:**

Administrative data:

- Name, surname, personnel number, administrative status, position, grade, private address, number of kilometres between private address and F4E, distance calculation from private address to F4E, number of days per week and period during which the reimbursement is requested, if request is made for renewal, signature
- Human Resources checks and confirms if staff member is working full-time, part-time, absent with or without medical certificate, with names of staff member.
- Medical Advisor: after revision of the medical certificate submitted by the staff member, confirms the incapacity to drive or to use a public transport to go to work specifying the period. The certificate also specifies if it is a renewal and the medical advisor signs.
- Opinion of the Head of Human Resources Unit: specifying the agreement of arranging a taxi service along with the days per week requested and his/her signature
- Decision of the Head of Corporate Services Unit: giving his confirmation or rejection), duration, justification in case of refusal, signature.

(b) **Sensitive personal data** (Article 10)

Medical data:

A medical certificate is attached in a sealed envelope and transmitted to the Medical Advisor. The certificate is seen only by the Medical Advisor. The purpose of the certificate is to obtain a statement from the staff member's doctor that the staff member is able to work but that due to health

reasons, s/he cannot drive nor use public transports to come to work. The medical certificate shall describe the type of health problem and the estimated duration during which the staff member will be unable to use his/her private car or public transport.

7) Recipient(s) of the data (Article 31.1 (d)) – Who has access to the personal data?
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, Court, EDPS).

The following recipients have access to the personal data processed:

- Medical Advisor
- Human Resources officer responsible
- Process Owner: Head of Human Resources Unit
- Corporate Services Unit officer responsible for the request
- IDM Manager, if necessary for support,
- ICT Officer responsible for the dedicated database, if necessary for technical support.

Also for all data (except medical data): only if appropriate and necessary for monitoring or inspection tasks, access may be given to: e.g. F4E Director , Head of Administration Department, DPO and Anti-Fraud & Ethics Officer, Head and/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 authorisation by the EDPS).....

Reference: Not Applicable.

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

Please specify where the data is stored (paperwise and/or electronically) during and after the processing. Specify how it is protected ensuring “confidentiality, integrity and availability”. State in particular the “level of security ensured, appropriate to the risk”.

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.

The personal data are kept for one year after the medical certificate is approved by the medical advisor.

Fusion for Energy may continue to store Personal Data for a longer period, as may be necessary for internal auditing and for the establishment, exercise or defense of legal claims until such claims are finally resolved.

11) Information/Transparency (Article 14-15)

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

A Privacy Notice has been established (F4E_D_29Z2CY) and published on the F4ENet in the respective HR section and in the [Data Protection Register](#). The PN provides the information required under Articles 15 and 16 of the 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 45/2011 and Decision No 1247/2001/EC.