



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 H&S MANAGEMENT SYSTEM – PROCEDURE FOR THE H&S TRAINING AND INFORMATION (F4E_D_2DTJPT)**

The objective of this Notice is to inform you about the collection and processing of your personal data in line with the applicable Data Protection Regulation 2018/1725¹.

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1. Why does F4E process my personal data? Whose data is processed?

The data processing concerns all F4E Staff and Seconded National Experts (SNEs).

Data processed as a consequence of the implementation of the H&S Management System, which comprehends the H&S Policy ([F4E_D_282GG4](#)) and the 8 H&S Procedures developing it.

The Procedure for the H&S Training and Information ([F4E_D_2DTJPT](#)) establishes the process by which F4E shall provide staff members the necessary H&S related trainings in accordance with the individual Risk Assessments.

The H&S Coordinator shall determine which H&S Trainings are to be offered to F4E Staff in accordance

with the risks faced during the performance of their duties. Trainings shall be provided by the relevant F4E Unit following the instructions of the H&S Coordinator.

2. What is the justification for the processing?

Processing of your data is necessary for the **performance of F4E tasks** on the basis of the F4E founding instrument or other legal instrument adopted on the basis thereof or for compliance with a specific legal obligation F4E is subject to.

It is based on:

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 10 February 2015 (2015/224 Euratom), O.J. L 37, 13.2.2015, 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 10 February 2015, in particular Article 10 thereof;

Council Directive of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work (89/391/EEC), in particular Article 12 thereof;

F4E Health & Safety Policy ([F4E_D_282GG4](#)), in particular Article 10 thereof.

3. [Which data is F4E processing?](#)

The H&S Coordinator shall determine the H&S Trainings to be provided to F4E Staff in accordance with their individual Risk Assessments.

The H&S Coordinator shall liaise with the relevant F4E Unit in charge of organising the training. Once the Training has been provided, the IT Tool containing the individual Risk Assessments shall be updated.

(a) General personal data:

- Surname, name of the F4E staff member and unit / job position.

(b) Sensitive personal data:

- Not Applicable.

4. [Who has access to my data?](#)

The following people have access to your personal data (on a need to know principle):

- H&S Coordinator
- Senior Manager responsible for H&S
- Line Manager,
- Head of HR Unit,
- Head of CSU (in case the Training is organised by CSU)
- IDM Manager, if necessary for support
- ICT officer responsible, if necessary for technical support.

Also, if appropriate and necessary, for monitoring or inspection tasks, access may be granted to:

- Director of F4E
- Head of Admin
- Head of the Legal Service Unit, and/or responsible Legal Officer
- F4E Data Protection Officer and Anti-Fraud & Ethics Officer

5. [How long does F4E store my data?](#)

Risk Assessments with the information and documentarion regarding **H&S Trainings** performed by staff members shall be stored for a period of 20 years once the staff members leaves F4E. This retention period responds to:

- There is often a long period between exposure and onset of ill health of the staff member.

6. [Does F4E intend to transfer my data to third countries or International Organizations?](#)

F4E does not intend to transfer the personal data to third parties.

7. [What are my rights in relation to my data and how can I exercise them?](#)

You have the right to access your personal data, to correct any inaccurate or incomplete data, to request restriction or erasure, or to object to the processing, pursuant to Articles 14(3) and 17-23 of Regulation 2018/1725.

Any request to exercise one of those rights should be directed to the Controller, the Senior Manager responsible for H&S, at h&sdataprotection@f4e.europa.eu. Where you wish to exercise your rights in the context of one or several specific processing operations or files, please provide their description and reference(s) in your request.

Exceptions based on Article 25 of Regulation 2018/1725 may apply. [See Governing Board Decision of 9 December 2019²]. In that case, the data subject shall be informed of the principal reasons for applying such restrictions.

8. [Contact details of the Data Protection Officer](#)

You may contact the Data Protection Officer (DPO) of F4E (DataProtectionOfficer@f4e.europa.eu) with regard to issues related to the processing of your personal data under Regulation 2018/1725.

you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by F4E.

9. Right of recourse

You have the right to have recourse to the European Data Protection Supervisor (edps@edps.europa.eu), if

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¹ Regulation 2018/1725 of 23 October 2018 “on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data”. O.J 21.11.2018, L295/39.
This Privacy Notice is in line with Article 14 and 15 of that Regulation (Principle of Transparency).

² [O.J., 10.02.2020, L 37/18.](#)