



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 H&S MANAGEMENT SYSTEM – PROCEDURE FOR THE COORDINATION BETWEEN F4E AND OTHER
 UNDERTAKINGS (F4E_D_2DTLUL)**

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).

Personal Data are 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 Coordination between F4E and Other Undertakings ([F4E_D_2DTLUL](#)) establishes the coordination processes to be followed by F4E and external organisations / companies when working at the same premises.

F4E and external organisations shall exchange H&S-related information in the following cases:

- F4E Staff going on mission to external sites (in some cases, external sites may require the provision of certain H&S documentation before an F4E staff access its premises, e.g. Training certificates or Fitness to Work certificates)
- External workers accessing F4E premises (different rules apply for BCN, CAD and GAR; the rules are not part of this Procedure).

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 6.4 thereof;

F4E Health & Safety Policy ([F4E_D_282GG4](#)), in particular Article 8 thereof.

3. Which data is F4E processing?

Whenever a staff member is going on mission to an external site, F4E shall liaise with the external site in order to check the H&S requirements to access and/or perform activities at its premises. Should the external site require the provision of specific H&S documentation, it shall be provided before the mission takes place.

(a) General personal data:

Surname, name of the F4E staff member going on mission, H&S Trainings undertaken and PPE provided, Health Surveillance certificates.

(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

- Line Manager
- Senior Manager responsible for H&S
- H&S Officer of the external site whenever the provision of H&S related documentation is required
- 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?

Your personal data which could eventually be shared with external companies (H&S Trainings, PPE provided, Fit to Work certificates) shall be stored by F4E together with your individual Risk Assessment for a period of 20 years.

6. Does F4E intend to transfer my data to third countries or International Organizations?

In the event an external company / organisation requests the provision of certain H&S documentation in order to access its premises, F4E shall provide the requested H&S documentation of the concerned staff member (e.g. H&S Training certificates, Fit to Work certificates) before s/he is sent on mission.

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.

9. Right of recourse

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

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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.](#)