

**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
Relocation Services**

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.

TABLE OF CONTENT

- [1. Why does F4E process my personal data? Whose data is processed?](#)
- [2. What is the justification for the processing?](#)
- [3. Which data is F4E processing?](#)
- [4. Who has access to my data?](#)
- [5. How long does F4E store my data?](#)
- [6. Does F4E intend to transfer my data to third countries or International Organizations?](#)
- [7. What are my rights in relation to my data and how can I exercise them?](#)
- [8. Contact details of the Data Protection Officer](#)
- [9. Right of recourse](#)

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

The data processing concerns relocation services to Barcelona or to Cadarache. The purpose of this procedure is to provide relocation services to F4E staff members assigned to either of these sites.

1) F4E and Barcelona Relocation Services:

Personal data are used to provide various services related to relocation assistance to F4E staff members assigned to Barcelona and who have to change their place of residence upon their taking up duties in order to comply with Art. 20 of the Staff Regulations. Staff members interested in using the relocation services send their request form via e-mail to the F4E HR responsible officer who then sends it to the relocation agency along with the order form. The agency contacts

the staff member and proposes him/her to visit a certain number of flats.

When the process is over, the request forms and the evaluation reports completed by the users of the service are then processed for validating the invoices received from the relocation agencies and in order to monitor the quality of the services provided.

2) F4E and Cadarache Relocation Services:

The personal data is used to provide relocation assistance to F4E staff members assigned to Cadarache who were living more than 100 km away from the ITER location at the moment of recruitment and who have to change their place of residence in order to comply with Art. 20 of the Staff Regulation - within 6 months of their taking up duties. The staff member interested in using the relocation services sends their request form via e-mail to the F4E HR responsible officer who then sends it to the ITER France Agency who then forwards the request to the

relocation agency. The agency contacts the staff member and proposes him/her to visit a certain number of flats.

When the process is over, the request forms are then processed for validating the invoices received from the ITER France Agency for the provided relocation services.

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 and/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;
- [Staff Regulations of Officials \(SR\) and the Conditions of Employment of Other Servants of the European Communities \(CEOS\), in particular Article 20.](#)

For Cadarache Relocation Services:

- [CONV-AIF-2009-2-35 Site Support Agreement IO-CEA signed on 18 November 2009](#)

For Barcelona Relocation Services:

- [Framework Contract for the Provision of Relocation Services to Fusion for Energy Staff — F4E-AMF-0710.01](#)

In addition, the staff member gives consent by signing the services request form.

3. Which data is F4E processing?

General personal data:

F4E and Barcelona Relocation Services:

- Staff Member : Name, surname, nationality, spoken languages, address, telephone number, e-mail, number of children, number of pets, services requested (house search assistant, helpdesk, school search assistant).
- Spouse of staff member: name and surname.

Cadarache Relocation Services :

- Staff Member: Name, surname, nationality, gender, telephone number, e-mail, marital status, length of new contract, starting date of new contract, date of arrival in France.
- Staff member's family members: name and surname

4. Who has access to my data?

The following recipients have access to the personal data processed:

Barcelona Relocation Services:

- Process owner: Head of HR Unit
- Dedicated Staff of the Human Resources Unit,
- Head of Administration,
- F4E finance officer,
- The third party, processor: relocation company (BRS Relocation - see their privacy policy <http://www.brs-relocation.com/privacy-policy/>)
- ICT Officer responsible for the dedicated database, if necessary for technical support
- IDM manager, if necessary for support

Cadarache Relocation Services:

- Process owner: Head of HR Unit
- Dedicated staff of the Human Resources Unit
- Head of Administration,
- F4E finance officer,
- The third party, processor: ITER France agency (CEA – see their privacy policy <http://www.itercad.org/RGPD.php>)
- F4E Director,
- IDM Manager, if necessary for support,
- ICT Officer, responsible for the dedicated database, if necessary for technical support.

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

5. How long does F4E store my data?

The data shall be kept by the HR unit for one year after the relocation service has been provided.. The data maybe kept longer for financial management purposes and the related retention periods are established in the dedicated [contract management record](#).

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.

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

In case of relocation to Cadarache, F4E intends to transfer the personal data to Agence ITER France.

This third party has been subject to an adequacy decision by the European Commission, ensuring the lawful process of the personal data.

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 (HR-DataProtection@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.

August 2020

(Based on template version F4E_D_2CJF8A v1.9)

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](#).