



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING**  
**Selection, internal mobility and job rotation**

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 2018/1725<sup>1</sup>.

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1. [Why does F4E process my personal data? Whose data is processed?](#)

The data processing concerns the person who sends his/her application following the external or internal publication of a Vacancy Notice or published call for interest in job rotation. It also concerns the person who is included in the EPSO database (Contract Agents) and selection committee members.

The purposes of these procedures are: to manage external selection procedures (including for middle managers) with the aim to establish reserve lists of successful candidates; and selection procedures to recruit candidates from EPSO CAST reserve lists; to manage internal selection procedures (including for middle managers) with the aim to select one candidate for reassignment or appointment through internal mobility; to manage job rotation exercises through which interested staff may be moved to new roles without having to go through an internal selection procedure.

- [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 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;

- [Staff Regulations of Officials \(SR\) Articles 1, 5, 7, 11a, 27, 28, 29, 30, 31, 32, 33 and Annex III - Competitions and Conditions of Employment of Other Servants \(CEOS\) – Articles 2\(f\), 3a, 10, 12, 13, 82, 83, 86.](#)
- [Decision of the AMC of F4E on the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2\(f\) of the Conditions of Employment of Other Servants of the European Union.](#)
- [Decision of the AMC of F4E on the general provisions for implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof.](#)
- [Decision of the AMC of F4E on middle management staff.](#)

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

### **For the selection procedure (officials, temporary and contract agents positions) at the application stage:**

- CV (a link towards the Europass CV is provided as an example to candidates). Any header can be deleted if considered not relevant.
- Motivation letter, which can contain information related to identity, education background, work experience, information enabling the candidate to be contacted (postal and electronic address, phone, etc.)

### **For positions advertised for Officials only:**

- In addition, at the application stage, officials shall provide proof of being an established official. A proof of seniority in grade and step also needs to be provided in case of internal publications being launched in relation to certified candidates.

Any additional information to the one listed above is provided at the initiative of the candidate.

### **For Selection committees for TA, CA and FO external selections:**

- Names of the members of the Selection Committees are disclosed by the HR Unit in the

letters to all (shortlisted for interview and non-shortlisted) candidates. Only staff having given their prior consent to the disclosure of their name can be appointed as members of Selections Committees.

### **For selections based on EPSO database (for Contract Agents positions only):**

- CV retrieved from the EPSO Recruiter portal.

### **When candidates are pre-selected for an interview for officials, temporary and contract agents positions:**

- CV and motivation letter of the selected candidates.
- In the context of online video written test service, where applicable:  
An external contractor supports the F4E selection process and consists of a facility to remotely organise written tests to individuals online, with related video recording and storage. The service is provided by TestReach, contracted for that purpose and acting as a processor under the control of F4E; As far as data management and processing are concerned, TestReach complies with Regulation 2016/679 (GDPR) and related Irish data protection legislation.

Candidates will find a TestReach's Terms and Conditions Disclaimer on the platform that they are asked to agree on. TestReach is a Software as a Service (SaaS) provider of a unique cloud-based solution for running computer-based exams. The solution covers the end-to-end exam process, with advanced functions for exam authoring, test assembly, delivery, marking, moderation & reporting. TestReach provides all exam delivery methods, including online and live remote invigilation..

### **In order to confirm the declarations made at the level of the application for officials, temporary and contract agents positions:**

- copy of ID document
- copies of diplomas
- proof of professional experience
- sworn declaration stating that the person is free from military obligations.

### **For the reimbursement of the travel expenditure for officials, temporary and contract agents positions:**

- reimbursement form
- financial identification form (including bank statement if no bank stamp can be obtained)
- legal entity form, copy of passport or identity card

- invitation to interview letter (contains postal address).

If applicable: results of the pre-selection (assessment grid) and of the interview.

**For the internal mobility procedure, at the application stage:**

- CV of the candidates
- Letter of motivation expressing the candidates' interest to apply
- Any additional information provided at the initiative of the candidate.

**At the interview stage:**

- Candidates who are called for an interview shall be ready to provide, at the request of the Head of Unit launching the publication, all the relevant supporting documents declared in their application (diplomas, certificates).

**For selections for middle managers, at the application stage:**

- CV (a link towards the Europass CV is provided as an example to candidates). Any header can be deleted if considered not relevant
- Motivation letter, which can contain information, related to identity, education background, work experience, information enabling the candidate to be contacted (postal and electronic address, phone, etc.).

**For the shortlisted to interviews:**

- Assessment centre report.
- Written test, where conducted remotely by an external contractor (TestReach)

Any additional information to the one listed above is provided at the initiative of the candidate.

**For the job rotation**

- CV

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

The following people have access to your personal data:

**Selection procedure (including selections for middle managers) and EPSO:**

- Human Resources officers in charge of selection
- Human Resources officers in charge of financial management

- Trainees assigned to the Human Resources unit may be asked to assist in the administration of the logistic aspect of selections
- Head of HR Unit
- Head of Administration Department
- Members, advisors and secretary of Selection Committee
- Assessment centre consultants (selection procedure for middle managers)
- For remote written tests, where applicable, data restricted to TestReach's consultants in line with their [privacy statement](#), Human resources officer in charge of the selection procedure and selection committee.
- F4E Director, as member of selection panel in selections for middle managers
- Appointing Authority
- Finance officers (only for reimbursement purposes: bank details form and bank stamp or statement, legal entity form, copy of passport or identity card and invitation to interview letter)
- Names of members of Selection Committees are disclosed to candidates applying to the selection.
- In the case of a candidate being placed in a reserve list, the information may be passed on to the member of staff and the Head of Department who requests to recruit a candidate for a similar position.
- IDM Manager, if necessary for support
- ICT Officer responsible for the dedicated database, if necessary for technical support

**Internal publications in the context of the internal mobility scheme or internal selections for middle managers:**

- HR officer(s) dealing with the internal mobility exercise
- Trainees assigned to the Human Resources Unit may be asked to assist in the administration of the logistic aspect of selections
- Head of Unit, or the manager concerned, who expressed the need for launching internal mobility procedure - Expert called by the Head of Unit, or manager concerned, who expressed the need for launching a call for expression of interest for the purpose of interviewing candidates
- Observer from the Staff Committee
- Assessment centre consultants (selection procedure for middle managers)
- For remote written tests, where applicable, data restricted to TestReach's consultants in line with their [privacy statement](#), Human resources officer in charge of the selection procedure and selection committee.
- Director, as member of the selection panel in selections for middle managers
- The Appointing Authority has access to the reassignment request, which contains the name

and surname of the candidate selected for the reassignment.

#### Job rotation

- HR officer(s) dealing with the matter
- Director
- Heads of Department
- Managers of teams where potential swaps may occur

Also, only 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
- IAC / IDOC

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

#### External selection procedures

- **Non-successful applicants** (applicants not invited to interview and applicants invited to interview but not included in the reserve list): 2 years following the date of approval of the Selection Committee report by the Director.
- **Applicants included in the reserve list but not recruited:** the data will be stored for the duration of the validity of the reserve list and for the 2 years following the expiry of the list's validity.
- **Successful candidates:** the data will be stored for 10 years after termination of employment.

#### Online written tests

TestReach acts in accordance with the Data Controller's instructions. F4E will keep data as defined in the retention periods.

All video data is held by TestReach for a period of 6 weeks after which it is deleted, unless specifically requested by the Examiner (F4E) to hold it for longer, for example in the case of an appeals process.

#### EPSO

- **EPSO candidates invited to interview:** above retention periods apply.
- **EPSO candidates not invited to interview:** data handled during the selection are deleted immediately.
- Data provided through F4E e-recruitment in the context of the F4E call of expression of interest by

[candidates from EPSO CAST reserve lists remain](#) in the e-recruitment data base for 5 years in the interest of both the candidate and the institutions.

#### Internal mobility procedure

- **Staff members not invited to interview and not successful following the interview:** 2 years following the date of notification to the staff member. Delay may be increased in case of appeal.
- **Applicant selected for the internal reassignment:** 10 years as from the termination of employment or last pension payment

#### Job rotation

The information on interest for job rotation will be kept during the employment of the staff member and will be erased one year after departure.

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

No. F4E does not intend to transfer your data to third countries or International Organizations.

#### 6. [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](mailto: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 2019<sup>2</sup>]. In that case, the data subject shall be informed of the principal reasons for applying such restrictions.

7. Contact details of the Data Protection Officer

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

You have the right to lodge a complain to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto: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.

8. Right to lodge a complaint

June 2021

*(Based on template version F4E\_D\_2CJF8A v1.9)*

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<sup>1</sup> 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).

<sup>2</sup> [O.J., 10.02.2020, L 37/18](#).