



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 Annual Appraisal for the staff and the Director**

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 the appraisal of F4E staff members and the F4E Director. The purpose of this procedure is to evaluate your efficiency, abilities and conduct in the service.

F4E staff members include whoever, for a continuous period of at least one month during the reporting period, was in active employment or seconded in the interest of the service. It also covers the F4E Director.

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 43 of the Staff Regulations, the first paragraph of Article 44 and Articles 15\(2\) and 87\(1\) of the Conditions of Employment of Other Servants](#)

[Decision of the Administrative and Management Committee of the European Joint Undertaking for ITER and the Development of Fusion Energy on General provisions for implementing Article 43 of the Staff Regulations and implementing the first paragraph of Article 44 of the Staff Regulations for officials and temporary agents referenced \(F4E\(15\)-AMC-WP02\)](#)

[Decisions of the Administrative and Management Committee of the European Joint Undertaking for ITER and the Development of Fusion Energy on General provisions for implementing Article 87\(1\) of the Conditions of Employment of Other Servants of the European Union implementing the first paragraph of Article 44 of the Staff Regulations for officials and temporary agents referenced \(F4E\(15\)-AMC-WP02\)](#)

3. Which data is F4E processing?

1) For staff:

Administrative data:

- Name, surname, personal number, category and grade, seniority in grade, job title
- Reporting officer's and Appeal Assessor details: name and job title.
- Reporting officer by delegation (if applicable): name and job title
- Matrix manager (if applicable): name and job title
- The date of the dialogue which took place between the Reporting officer and the staff member (in case no dialogue took place: the reasons why)

Evaluation data:

- The self-assessment produced by the staff member
- Assessment of the staff member's efficiency,

ability and conduct in the service

- Objectives for the current and following reference period Level of responsibilities and the principal languages used at work
- Assessment of career development & training and development needs
- Assessment of potential
- Assessment of ability to work at Administrator level (if applicable under the certification procedure)
- Overall general assessment of the staff member
- Assessment of managerial competencies (if applicable)
- Assessment of performance as satisfactory or unsatisfactory
- Assessment of managerial performance as satisfactory or unsatisfactory (if applicable)
- Staff member's decision on the appraisal report (approval without comment, approval with comments and the comments) or refusal of the report with the reasons explaining the refusal

In case of referral to Countersigning Officer (in case of unsatisfactory performance):

- Decision of the Countersigning Officer (CO) to confirm, complete or modify the report:
- in case the report is confirmed: the reasons for the decision should be explained;
- in case the report is completed or modified: the CO shall specify the section(s) of the report are affected and write the modifications.

In case of appeal:

- Decision of the Appeal Assessor (AA) to amend or maintain the report:
- in case the report is maintained: the reasons for the decision should be explained;
- in case the report is amended: the AA shall specify the section(s) of the report amended and write the amendments

2) For the Director:

Administrative data:

- Name, surname, personal number, category and grade, seniority in grade
- Reporting officers; details: name and job title

Evaluation data:

- The self-assessment produced by the Director
- Assessment of the Director's efficiency, competencies and conduct in the service
- Objectives for the current and following reference period and (if necessary) a training plan
- Overall assessment of the Director

- (satisfactory/unsatisfactory)
- Director's comments on the appraisal report (if any).
- Director's decision on the appraisal report (approval without comment, approval with comments and the comments), refusal of the report with the reasons explaining the refusal.

In case of appeal:

- Opinion of the Governing Board
- Decision of the Appeal Assessor (AA) to amend or maintain the report:
- in case the report is maintained: the reasons for the decision should be explained;
- in case the AA departs from the opinion of the Governing Board he/she shall justify this decision.

4. Who has access to my data?

The following people have access to your personal data:

- 1) Appraisal of staff
 - Human Resources officer(s) in charge of appraisal exercises
 - Reporting Officer
 - Matrix manager where applicable
 - Appeal Assessor
 - Countersigning Officer
 - Members nominated to the Joint Promotion and Reclassification Committee (including members nominated by the Staff Committee to deal with promotion/reclassification exercise)
 - Commission representative of the Governing Board
 - Human Resources Head of Unit
 - Human Resources officer(s) in charge of the complaints procedures – please refer to the record on management of requests and complaints
 - ICT Officer responsible for the dedicated database, if necessary for technical support.
- 2) Appraisal of the Director:
 - Human Resources officer(s) in charge of appraisal exercises
 - Human Resources Head of Unit
 - Human Resources officer(s) in charge of the complaints procedures
 - 2 members of the Governing Board nominated as Reporting Officers

- Chair of Governing Board as Appeal Assessor
- ICT Officer responsible for the dedicated database, if necessary for technical support.

5. How long does F4E store my data?

Reports are being kept in eAppraisal (for all staff as of 2010) and in the personal files (for the Director's reports, for all staff for the reports established prior to 2010 and for officials in case of transfer to another EU institution/body) for up to five years after termination of employment (or the last pension payment).

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 countries or International Organizations.

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.

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 of recourse to the European Data Protection Supervisor (EDPS@edps.europa.eu), if you consider that your rights under Regulation (EU)

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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.](#)