



PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING Certification Procedure

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 the certification procedure. The certification procedure allows officials, members of the Assistant function group with no career restrictions, to be appointed to an Administrator job and become members of the Administrator function group. This procedure concerns Officials in the AST category from grade AST 5 and above.

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 articles 43 and 45a thereof.](#)

- [Decision of the Governing Board of Fusion for Energy laying down the general provisions for implementing the certification procedure \(Article 45a of the Staff Regulations\) referenced F4E\(14\)-GB30-11.1a](#)
- [Service Level Agreement between Fusion for Energy and the European School of Administration referenced F4E-2013-SLA-37.](#)

In addition, the candidate submits the application to the certification procedure on a voluntary basis and hence gives consent to the processing of his/her personal data for the purposes of the exercise.

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

Application form for the certification procedure:

- administrative data: surname, name, personal number, grade and career path
- language competencies
- level of education and training: title of the diploma, name of the authority which awarded it, level and date when it was obtained ; training attended, date and duration, description with the area of needs identified by Fusion for Energy
- professional experience (only the experience as official or temporary agent in European institutions or bodies shall be detailed): institution, period in active service, status and function group, job title, main functions and responsibilities, description with the area of needs identified by Fusion for Energy
- versatility: this is one of the criteria according to which the application is assessed. The candidate is invited to put forward elements of his/her career within European institutions which demonstrate his/her versatility.
- motivation letter: the candidate is asked to add a letter explaining his/her motivation for applying to certification, in which s/he details how, in his/her view, s/he qualifies for such training.
- preferred certification training location: the training can take place in Brussels or Luxembourg. The candidate is asked to indicate his/her preferred option.
- date and signature of the candidate

Lists concerning candidates and corresponding to the outcome of the different stages of the procedure:

- first name, last name
- personal number and department of Fusion for Energy in which the candidate is working

- ranking (in comparison with other candidates and only if applying)
- candidates are also informed personally of the number of points and of their ranking (when applying)

Information requested by the European School of Administration and concerning only the officials authorised to follow the training:

- Personal number
- first name, last name
- office contact details
- language chosen by the candidate to follow the training

Information provided by the European School of Administration to Fusion for Energy and concerning only the officials authorised to follow the training:

- Personal number
- first name, last name
- number of days of absences occurred during the training period (so as to check entitlement of the candidate to special leave)
- result of the course (failed or passed)

This data is used to establish the list of officials entitled to apply to a vacant post in the function group AD, entitled to re-sit twice the tests (this is an option for the candidates who failed) as well as for invoicing purpose.

Evaluation sheet (on the candidate's application, to be filled by his/her Head of Unit):

- First name, last name
- description of the main responsibilities and duties
- opinion of the Head of Unit on the candidate's versatility, training and languages and general comment on the application
- priority order in comparison with other applications.

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

The following people have access to your personal data:

- Process Owner: Head of the Human Resources Unit
- Human Resources officer in charge of the certification procedure
- Head of Administration Department
- Head of Unit of the candidate (only for pre-selected candidates)

- Joint Certification Committee (only in case of appeal)
- Appointing Authority (Director)
- Assistant to the Director
- Contact person in charge of the procedure at the European School of Administration
- ICT responsible officer in case of technical support
- IDM Manager in case of needed technical support
- All F4E staff members (access to the list of successful candidates to the exercise published on Intranet)

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

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

5. How long does F4E store my data?

Non-successful candidates to the certification (= non-admissible candidates and candidates admissible but not included in the final list of candidates authorised to follow certification): 2 years following the date of publication of the final list or until all appeal channels have been exhausted in case of appeal (including before the General Court).

Candidates authorised to follow a certification training and who succeeded the training: their personal data will be stored until they are either attested or certified.

Candidates authorised to follow a certification training but who failed or gave up on the training: 2 years following the date of publication of the list or until all appeal channels have been exhausted in case of appeal (including before the Civil Service Court).

The decision by which the candidate is actually certified will be kept during the whole career of the staff member.

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?

F4E does not intend to transfer the personal data to third countries or International Organisations.

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.

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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.](#)