



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 Delivery of Work-Related Items to the Home or Teleworking Address of Staff Member**

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?**

To facilitate business continuity in case the staff member is not able to physically go to the F4E premises, the process owner may send out work related material linked to the exercise of the professional activity - such as training materials (courses or team building events), contracts to be signed in blue ink, office supplies, large documents - to the private address or teleworking address of F4E staff member, Seconded National Expert and/or Trainee, to save staff printing costs and time.

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 Article 20 of the Staff Regulations regarding the residence at the place of employment.](#)

Data subject has given consent (ex ante, freely given, specific, informed and unambiguous consent):

Depending on the purpose of the personal data processing, the data controller may request from the data subject in advance of the data processing, the consent to process their data

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

- Name
- Surname
- Personal Telephone Number
- Home Address
- Teleworking address (if different from home address)

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

The following people have access to your personal data:

- HR Officer with access to e-HR and/or teleworking requests,
- Head of HR Unit,
- Head of Administration,
- Process Owner: the F4E Unit launching the processing of Personal Data
- Corporate Services Unit staff on a need to know basis,
- CSU external staff working in the mailroom; ([check here their privacy policy](#))
- External Company responsible for the mailing services (check here the main providers' privacy policies: [DHL](#), [MRW](#), [FEDEX](#))
- External Company organizing teambuilding/away days for F4E ([check here their privacy policy](#))
- 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: F4E Director, DPO and Anti-Fraud & Ethics Officer, Head or responsible officer of LSU, IAC, IDOC.

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

The personal home address at the place of employment and personal phone number are stored in the e-HR repository. The home addresses stored in e-HR are kept for 10 years following the last pension payment, as per the data protection record on the establishment of [rights upon entrance into functions and during service](#) (F4E_D_27KVAQ).

As per the [teleworking data protection record](#) (F4E_D_26VPGR), the application forms, which contain among others the private home address, are stored for a maximum of three years.

CSU does not store the staff members' home addresses neither in its electronic archives, nor on paper. Shipment requests and invoices are directly downloaded from the mail company websites and names are made unreadable with black ink if the dissemination of these documents is necessary.

Fusion for Energy may continue storing 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.

The data maybe kept for financial management purposes and the related retention periods are established in the dedicated [contract management record](#).

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

F4E intends to transfer the personal data to Japan and any other third country where the concerned person might be temporarily located.

Depending on the type of the eventual transfer to third countries, a different safeguard might be of application. F4E does not intend to transmit data to third countries, which do not have safeguards. In the case of Japan, the related [EU Commission adequacy decision](#) applies.

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](#).