



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 Information on Who is Who, Newcomers, Staff Moves and Departures**

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 information on Who is Who, newcomers, staff moves and departures.

The purpose of this procedure is two-fold:

- Present the newly recruited F4E staff members and inform of any F4E staff's internal move or departure on the F4E internal website (hereafter F4ENet), available to F4ENet users (F4E internal and external staff members), and via internal communication means.
- Publish the security photos of F4E staff members on the 'Who's Who' section on F4ENet with the aim to improve internal communication and ensure that F4E staff has access to information about colleagues, their position and office location. F4E

staff not based in Barcelona will provide private photos when security photos are not available

Persons concerned are:

- F4E staff members in all F4E workstations
- F4E newly recruited staff members
- F4E staff members who have internally moved
- F4E staff members who leave F4E

2. What is the justification for the processing?

In the absence of specific legal basis for it, F4E will ask your prior consent in a freely, specific, informed and unambiguous way to internally disclose specific personal information about you. Specifically, on your first day at F4E you will be asked to sign an authorisation form stating whether you allow F4E to

publish your security picture and other personal information (See below section 3 “Which data is F4E processing?”) on F4ENet and via other HR internal communication means.

3. Which data is F4E processing?

The following categories of data are being processed:

1. All F4E Staff Members - Who’s who section on F4ENet

Identification data :

- Name and surname
- Department
- Group
- Telephone
- Office
- E-mail address

2. Newcomers (collected via authorisation form) - intranet article on F4ENet

Mandatory information

- Name
- Job title and Unit/Department
- F4E Department Office number (if location is Barcelona)
- Telephone
- Start of employment date
- Site location
- Information to be provided voluntarily only
- Portrait photo (F4E security photo) taken by the F4E Security Officer
- Nationality
- Hobbies

3. Arrivals and Internal Moves - Quarterly e-newsletter & dedicated intranet page

- Name
- Job title
- (origin/destination) Department (if applicable)
- (origin/destination) Entity (if applicable)
- (origin/destination) site location (if applicable)
- Date of arrival/move

4. Departures - Quarterly e-newsletter & dedicated intranet page

- Name
- Job title and Unit/Department
- Date of departure

In addition, as part of the Newcomers authorization form, the new staff member is informed that in the course of their career at F4E, F4E will process some of their personal data to carry out its mission, in particular:

- Staff’s job position
- Staff’s office number and office address
- Staff’s fixed phone line, F4E e-mail address, and where it applies, Staff’s F4E mobile phone number.
- F4E computer IP address.

Beside this, F4E informs the newcomers that F4E may process their personal data for a number of purposes, including staff matters, contract implementation, meetings, trainings, business continuity, among others

5. Who has access to my data?

The following people have access to your personal data:

- F4E staff members and all the users of F4ENet.
- F4E staff members who are recipients of internal communication means.
- The Security Office
- CSU responsible staff for the onboarding in the Barcelona and Garching F4E workstations
- HR staff responsible for the newcomers, intranet and Who is Who updates
- Process owner: Head of HR
- Another person internally may be consulted if deemed necessary by the Appointing Authority for a specified case
- 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 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

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

Published photos and information on the Who's who section on F4ENet

This information will be published for as long as the staff remains an F4E staff member. The 'Who is Who' picture and information will be automatically erased when the staff member concerned leaves F4E. The 'Who is Who' entries are automatically generated when a new account is created for a newcomer. When the staff leaves, his/her account is deleted and so is his/her entry in the Who is Who.

Information on staff arrivals, moves and departures will be published on F4ENet dedicated page for a maximum period of one year and then erased.

Electronic authorisation form and pictures

Pictures and electronic forms will be kept in the shared drive specific folder of CSU for as long as the staff remains an F4E staff member. Once the staff leaves, both electronic authorisation form and picture are erased by the CSU responsible officer in January of the following year.

Copies (pictures and forms) distributed to the HR responsible officer via email will be kept in the concerned personal Outlook folder for a maximum of 1 year and then erased.

Copies of pictures distributed to ICT to upload in the "Who is Who" will be kept under an ICT access restricted folder in the common shared drive and erased after one year.

Paper authorisation forms

Completed paper authorisation forms will be stored in the secure office of the F4E Security Officer in the Barcelona and Cadarache workstations for as long as the staff remains an F4E staff member. Following the departure of the staff, the CSU responsible officer will

proceed to destroy the paper version five years after the erasure of the electronic authorisation form.

Only when the retention period is not known, please indicate the criteria for determining the period.

Published photos and information on the Who's who section on F4ENet

This information will be published for as long as you remain an F4E staff member. The 'Who is who' picture and information will be automatically erased when you leave F4E. The 'Who is who' entries are automatically generated when a new account is created for a newcomer. When you leave F4E, your account is deleted and so it is your entry in the Who is who.

Information on staff moves and departures will be published on F4ENet dedicated page for a maximum period of one year and then erased.

Electronic authorisation form and pictures

Pictures and electronic forms will be kept in an electronic specific folder of CSU for as long as you remain F4E staff member. Once you leave F4E, both electronic authorisation form and picture are erased by CSU responsible officer in January of the following year.

Copies (pictures and forms) distributed to HR responsible officer via email will be kept in the concerned folder for a maximum of one year and then erased.

Copies of pictures distributed to ICT to upload in the Who is who will be kept under an ICT access restricted folder and erased after one year.

Paper authorisation forms

Completed paper authorisation forms will be stored in the secure office of the F4E Security Officer for as long as you remain F4E staff member. Following your departure, the CSU responsible officer will proceed to destroy the paper version five years after erasure of the electronic authorisation form.

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

No, F4E does not intend to transfer you data to third countries or International Organisations

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. 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.

You have the right to withdraw your consent at any time. F4E will then stop processing your data from the date of reception of your request. Withdrawing your consent means that your security picture or any personal data you have given consent to in the authorisation form (nationality, hobbies) as published on the Who is Who or on the F4E intranet (F4ENet) will be removed from them.

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.

9. 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.

10. Right to lodge a complain

You have the right to lodge a complain 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.

January 2022

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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](#).