



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 Pulse Survey Assessment for F4E Management**

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 Pulse Survey assessment exercise, which is a complement to the 360° assessment exercise. The purpose of this procedure is to allow managers to make a follow-up in time on one main development goal chosen by them and to get feedback on their progress and performance in that concrete goal.

The different categories of persons potentially affected by the processing of personal data within the Pulse Survey assessment exercise are:

- Managers subject to assessment, hereinafter the 'assessee': members of the Senior Management team, Middle Managers and Group Leaders whose group is composed of 4

persons or more and who have at least 9 months seniority in the functions;

- Contributors: those coworkers chosen by the manager to assess him/her in the framework of the Pulse Survey assessment.

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 24 of the Staff Regulations regarding professional development.](#)
- [F4E Integrated Management System Standards \(F4E_D_24LQJM\) of 25/07/2012, standard n°4 on Human Resources and learning and development needs.](#)

The Data Subject has given free and informed consent for the data processing by signing a [consent form](#) (F4E_D_2MMWWC).

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

General personal data:

- full name, position, e- mail address, language and gender of the assessee;
- full name, gender, e-mail address of the contributors;

In the consent Forms:

- Name, surname, date, signature, consent to take part in the exercise on voluntary basis, individual summary survey reports.

In the summary surveys reports:

- assessment (including over time) by the contributors of the manager’s levels of performance in the goal area and on specific positive and negative behaviors associated with that goal;
- opinions of the contributors about the manager’s pursuit of the goal and related behaviors, with quantitative and qualitative questions-assessment

of the assessee against one management goal chosen by the assessee, produced by the contributors.

b) Sensitive data (Article 10)

Processing of sensitive data is not foreseen or expected. However, it is not excluded that a contributor in the exercise introduces sensitive data in his/her qualitative comments.

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

The following people have access to your personal data:

- F4E contractor: Greenhouse (see privacy statement attached to the IDM register)
- Sub-contractor of Greenhouse: the Leadership Circle LLC. (see privacy statement attached to the IDM register)
- Director of F4E
- Process Owner: Head of HR Unit
- HR responsible officers for implementing the exercise
- IDM Manager, if necessary for support,
- ICT Officer responsible for the dedicated database, if necessary for technical support.
- Also, if appropriate and necessary for monitoring or inspection tasks, access may be given to: Head of Administration Department, DPO and Anti-Fraud & Ethics Officer, Head and/ or responsible officer of LSU, IAC, IDOC

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

Consent forms are retained by F4E for a period of two years following completion of the exercise provided there are no pending claims.

The exercise is considered completed when all pulse survey assessment reports are delivered. F4E will contact the external provider after a period of 2 years following the completion of the exercise to request the deletion of the data from their server unless F4E continues utilising the services of the same provider. In any case, the data shall be deleted by the external provider after a maximum of 5 years following completion of the exercise.

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.

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 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.

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.

July 2020

(Based on template version F4E_D_2CJF8A v1.9)

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](#).