



PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING

Teleworking

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 Fusion for Energy staff members, staff detached from other institutions to Fusion for Energy, as well as SNEs to whom F4E policy on teleworking applies.

The purpose of the teleworking scheme is to set an arrangement whereby staff can perform their duties outside the workplace. It is not a right, the interest of the service prevailing.

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 55, and the](#)

[Conditions of Employment of Other Servants of the European Communities \(CEOS\) –articles 16 and 91:](#)

[Commission Decision C \(2015\) 9151 on the implementation of telework in Commission Departments as adopted by the College on 17 December 2015 \(effective from 01 October 2016\).](#)

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

(a) *General personal data:*

According to the [request forms](#) (structural/occasional), personal data such as the following are necessary:

- Identification/administrative data: name, surname, personal number, grade, unit, status, usual place of work
- Contact details: usual phone number, phone number at telework place, place of teleworking
- Teleworking related data, according to the relevant request form, dates for which teleworking is requested, reasons to request teleworking, tasks that will be performed.

(b) Sensitive personal data (Article 10)

Special categories of data:

Health data may be processed (e.g.: disability, mobility problems,). This applies mainly for the cases where the person provides relevant information on the application form. If e.g. the justification for the application for telework is a loss of mobility lasting more than two weeks, a note from the applicant's practitioner certifying that (s)he has mobility problems but is able to work, is being submitted to the line manager, and not to the medical service, as this note is not a medical certificate for absence to work but a note stating that the person is able to work despite her/his mobility problems .

In the context of teleworking F4E does not process medical certificates. Any data linked to health conditions should be sent to the medical service. In case the line manager or any authorised person within F4E receives erroneously a medical certificate in the context of teleworking, it will be immediately returned to the relevant person and no copies are kept. The processing of health related data in F4E is covered by the relevant records.

Each member of HR who processes administrative documents, which may contain health related data, is subject to an obligation of secrecy equivalent to that of a health professional. To this end, the relevant colleagues have signed the necessary confidentiality statements.

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

- Line manager (hierarchical superior) of staff member who approves the request
- Delegate nominated by the line manager, if any
- Matrix manager or another manager, if so decided by the staff member requesting teleworking
- All F4E staff through the reports available in the Integrated Reporting System. The reports show staff members' whereabouts and specifically if they are on teleworking on the current day, current week or current month.
- Process Owner: Human Resources officers in charge of the management of teleworking
- Head of Human Resources
- ICT Officer responsible for the dedicated database, if necessary for technical support.
- IDM manager officer if necessary for technical support

Also, only if appropriate and necessary for monitoring or inspection tasks, access may be given to F4E Director, 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?](#)

The application forms are stored for a maximum of three years.

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?](#)

No, F4E does not intend to transfer your 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.

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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](#).