



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 Management and implementation of individual or collective training requests handled by the HR Unit**

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:

- Staff members of Fusion for Energy (officials, temporary agents and contract agents).
- Non-F4E Staff members authorised to attend a training organised in F4E (interims, trainees, experts, contractors).
- Trainers delivering the learning and development activities for F4E staff members.

The purpose of this procedure is to book and manage the participation to different learning and development activities of F4E staff members and/or non-F4E staff members (interims, trainees, experts, contractors) authorised by F4E to attend training.

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), and in particular Article 24a of the Staff Regulations and Articles 11 and 81 of the CEOS;

Decision of 13 June 2018 of the Administration and Management Committee of the European Joint Undertaking for ITER and the Development of Fusion Energy on the Framework for Learning and Development;

Framework Contract for Services – Provision of Specialised Learning and related Services to Fusion for Energy - F4E-AMF-0659.01 of 20 February 2018

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

Administrative data of the participants benefiting from the learning and development activity in all cases: Name and Surname.

Administrative data only on a need-to-know basis: Date of birth, Place of birth, Nationality, Scanned ID or Passport, Department of birth (French nationalities only), Professional e-mail address, Professional telephone number.

Also, other elements justifying the request for a learning activity. These are elements, which support the request for training. In e-enrolment, the reasons for requesting an activity are to be stated via free text, to be completed by the staff member initiating the request and to be completed also by the line manager. Depending on the case, this free text may contain elements of assessment of the staff member performance or conduct in order to justify the learning need and the expected objectives of the training

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

The following recipients have access to the personal data processed by Fusion for Energy, which is not processed automatically, on a need-to-know basis:

- Process Owner : Head of Human Resources Unit
- Line manager (approving the learning and development request)
- HR members involved in the management and implementation of learning and development activities
- Head of HR Unit (as Authorising Officer)
- F4E Finance officer (review of supporting documents for the payment of invoices)
- F4E Security Office(s) (granting access to the premises)
- ITER IO Security office (in case of learning and development activities taking place in F4E Cadarache duty station) – please see [record on access to ITER site](#)
- Learning and development activity providers
- Trainer
- Staff member organising and/or providing the training
- IDM Manager, if necessary for support,
- ICT Officer responsible for the dedicated database, if necessary for technical support.

Regarding trainings provided through EU Learn, the list of recipients is available in [EU Learn privacy notice](#) as published in EU Learn platform by the European Commission.

Regarding trainings provided through Instituto de Soldadura e Qualidade (ISQ), the following recipients have access to part or to all the personal data processed on a need-to-know basis

- Project Team Managers
- Finance Team

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

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

In the absence of electronic tool allowing to manage them, all training records are kept for the duration of the staff member's career and for ten years following the last pension payment, so as to allow the issuing of training records covering the whole career of the staff member.

Data related to the learning activity requests and attendance of F4E staff members that are completed are retained for seven years after the request is done, as part of the supporting documents needed for the payment of the external contractors' invoices/reimbursement of staff members.

6. Does F4E intend to transfer my data to third countries or International Organizations?

F4E intends to transfer the personal data to Iter International Organisation (Iter IO) security office.

Fusion for Energy offices in Cadarache are located on Iter site. Iter IO is therefore competent for determining the security measures required in order to access the site, including the data to be transferred to it so as to authorise access to its side upon F4E request.

This is covered by the [the record on access to ITER site](#).

IO provides suitable safeguards for the process of personal data, which can be obtained by addressing a request to Fusion for Energy.

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 (training@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](#).