

Specific Privacy Notice - Studentships

Specific privacy notice on personal data protection in relation to the selection procedure for the Fusion for Energy studentship scheme and management of that scheme

Fusion for Energy is committed to comply with the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18th December 2000 concerning the protection of individuals with regard to the processing of personal data by the Community institutions and bodies, and on the free movement of such data. In accordance with Articles 11 and 12 of the Regulation, Fusion for Energy is obliged to provide candidates with the following information prior to their application:

Identity of the controller:

Mr Hans Jahreiss – Head of Administration Department

Purposes of the processing operation:

To enable students to participate in a studentship at Fusion for Energy with the aim of providing work experience and promoting awareness, knowledge and understanding of Fusion for Energy's role in the ITER Project and within the European context.

Legal basis:

- The Statutes annexed to the 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 (Article 3 (4));
- Decision of the Director of Fusion for Energy of 14 April 2009 on the acceptance of summer students (F4E/2009/RES/5998 – 14/04/2009)

Lawfulness of the processing:

In accordance with Article 5 (a) of the Regulation (EC) No 45/2001, the processing of the personal data is necessary for the performance of F4E tasks carried out in the public interest on the basis of the F4E founding instrument and in the legitimate exercise of official authority vested in F4E and in a third party to whom the data are disclosed.

In addition, with regard to the data provided in the selection and recruitment procedures on voluntary basis (see section "*Data Concerned*" below), the data subject gives an explicit consent for their processing, which constitutes a complimentary ground for lawfulness of data processing (Article 5(d) of the Regulation (EC) No 45/2001), notably with regard to sensitive data.



Data Concerned:

Data of candidates registering for the studentship scheme at Fusion for Energy and data of students participating in the studentship.

Candidates are free to give their data on a voluntary basis, although failure to respond with any further information requested will exclude the candidate automatically from the selection procedure.

Categories of data:

- Identification details – information provided by the candidate to allow themselves to be identified and contacted by Fusion for Energy (e.g. surname, first name, date of birth, gender, address, email address);
- Selection criteria information – information provided by the candidate to distinguish their suitability and eligibility for the studentship (e.g. nationality, current status of education, education history, training and professional experience, languages spoken, commitments from the candidate to adhere to any security checks, other related details);
- Information provided by the candidate to support claims for the reimbursement of travel costs, the payment of allowances (e.g. passport details, bank account details) and documents to support other claims to which the candidates may be entitled to during the studentship;
- Information provided in a request for leave (authorised absence) or for an interruption of studentship;
- Health-related data in medical certificates (to be provided in case of sickness / accident during the studentship)
- Evaluation of studentship data.

Recipients of the data processed:

Information provided by the candidates for the selection procedure will be disclosed to the following:

- Human Resources Officers in charge of the management of the studentship scheme
- Head of Administration Department
- Secretary to the Head of Administration Department
- Head of Department (relevant for the studentship in question)
- Secretary to a Head of Department
- Person in a Department responsible for the selection of students
- Student's Advisor



- Fusion for Energy Director
- Assistant and secretary to the Fusion for Energy Director
- Finance officers (data relevant for the payment of allowances/reimbursement of expenses only)
- HR officer responsible for absence management (health-related data only – medical certificates)
- IT (access to computer-based database for technical reasons)

Also, if appropriate, access may be given to:

- Internal Auditor and the Court of Auditors (for audit purposes)
- Legal Advisor of F4E: in case of a dispute
- OLAF (upon justified request)
- Court of Justice of the European Union (upon justified request)
- European Ombudsman (upon justified request)

Date when processing starts:

Date of receipt of an application.

Time limits for storage:

Non-successful candidates: all data shall be stored for two years following the starting date of the relevant summer studentship to which an application relates.

Successful candidates: all data shall be deleted after two years following the completion of the studentship, except for:

- data necessary to re-issue the certificate of participation (name of student, duration of traineeship, date of traineeship, department, name of supervisor, nature of work) which are kept for up to thirty five years after the end of the studentship, and
- data concerning financial information needed by Fusion for Energy for discharging the budget, which are kept for up to five years after the discharging of the studentship budget, and

In addition, any originals of supporting documents provided by successful candidates are returned as soon as the studentship has been completed, and in the case of non-successful candidates as soon as the relevant summer studentship period ends.

Right of access and rectification:

Data subjects have the right of access to their personal data and the right to rectify any such data that is inaccurate or incomplete.



Data subjects have the right to send updated applications or to rectify any incorrect information provided on the application form, by contacting the studentships email address: studentships@f4e.europa.eu. After the closing date for applications, this right will be limited to the rectification of identification details and contact information only. A data subject may withdraw their application at any stage by contacting Fusion for Energy at the above email address.

Should data subjects have any queries, they may address them in writing to the Data Controller at the following address: Resources-Controller@f4e.europa.eu or to the Data Protection Officer at: DataProtectionOfficer@f4e.europa.eu. Data subjects have also the right of recourse at any time to the European Data Protection Supervisor (EDPS): edps@edps.europa.eu.