



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 Establishment of rights upon entrance into functions and during career**

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 of Fusion for Energy (EU Officials, Temporary Agents and Contract Agents) and/or their relatives. The purpose of this procedure is to manage staff rights and entitlements:

- Upon recruitment/appointment or transfer
- During the career of the staff member in Fusion for Energy.

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 Annex VII \(Remuneration and reimbursement of expenses\);](#)

[Decision of the Director F4E D 2BXX3U of 29 April 2015 on the exercise of powers conferred by the Staff Regulations on the appointing authority and by the conditions of employment of other servants on the authority responsible for concluding contracts of employment;](#)

[Service Level Agreement between PMO and Fusion for Energy signed on 17 December 2014 and further updates if applying.](#)

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

In order for PMO to establish the individual entitlements on taking up duties, new staff members would have to fill in several forms depending on the personal situation. The following data is included in each form and sent by the responsible F4E HR Officer to PMO. Following reception of the forms PMO proceeds to the establishment of the corresponding rights and entitlements (except the ones used only internally by F4E as explained in the different sections).

The data processed refers to all the data included in the [request forms](#) to be filled out by the data subjects.

Form 1: Entry into service - determination of entitlements under the Staff Regulations:

- Family name; Maiden name, First name;
- Sex;
- Date of birth; place of birth;
- Nationalities;
- Marital status; date and place of marriage/divorce/separation/civil partnership/widowhood;
- Home address; private telephone number; last tax domicile;
- Person to notify in case of accident (surname, first name, address and telephone number);
- Place of residence before entry into service;
- Date of entry into service in another European Institution (if applicable, place of employment, staff number, Institution/Agency and position);

- Previous residences (country, location, nature of stay, start and end date);
- Previous employment during the ten years preceding the entry into service (occupation, employer, country, location, start and end date);
- Actual residence at the time of recruitment;
- Centre of interest (country and town);
- Place in which the father and the mother live, or failing that grandparents, or failing that parents in law, or failing that brothers and sisters;
- Place in which the children live;
- Place of marital residence;
- Place in which property is owned; place in which civil rights are exercised;
- Information related to the spouse: family name, maiden name, first name, date and place of birth, country of birth, sex, nationalities, main postal address and telephone number, employment, occupation, growth annual income, name and address of employer, if employed by Community Institution the grade, level and personnel number;
- Declaration if the spouse receives unemployment benefit or other benefits;
- Information related to children under 26 years: surname, first name, date and country of birth, nationalities, nature of the relationship;
- Declaration on the custody of the children;
- Information related to household allowance from other source: declaration on the amount payable from (date) and the paying agency;
- Declaration on national family allowances;
- Monthly amount and paying organization.

Form 2: Information note about some rights I) determination of place of origin II) declaration of education III) allowances received for dependent children from other sources:

- Family name;
- First name;
- Staff number;
- Date;
- Signature

Legal Entities Form:

- Family Name, first name,
- Official address, post code/PO box, town/city, country,
- VAT number,
- Identity card number,
- Passport number,
- Date of birth, place and country of birth,

- Phone, fax and e-mail.

Financial Identification Form:

- Account name, address, town/city, postcode, country, contact, telephone, fax, e-mail, bank name, bank address, town/city, postcode, country
- Account number, IBAN and remarks

Travel costs on taking up duties:

- Name and forename;
- Personnel number;
- Administrative address and phone number;
- Status;
- Other dependent persons travelling with the applicant (name, date of birth, relationship to applicant); departure and destination cities and dates;
- Way of travelling;
- Total expenses;
- Bank account number and confirmation that the account is identical to the one indicated on the financial identification form.

Installation allowance form:

- Name and forename;
- Personnel number;
- Administrative address and phone number at F4E;
- Start date of residence at place of employment;
- Place, date and signature

Removal forms:

- Request for prior authorization (name, surname, administrative address and phone number at F4E, private address (previous and new), private email address, phone number, removal date)
- Removal quotation from removal company
- Inventory list

Family and household allowances received from other sources:

- Staff member's surname; first name;
- Personnel number;
- Agency;
- Children's surname, name and date of birth;
- If allowances from other sources are received (paying institution; start date of payment; amount and frequency);

- Information related to the spouse's professional activity

Application form for Education Allowances:

- Applicant's surname, name;
- Staff number;
- Agency;
- Private address;
- Town and country;
- Declaration on the primary or secondary school/higher education establishment attended by the dependent child; Part A: child's name; date of birth; name of educational establishment attended; address; town and country; declaration if grant or other education allowances are received (from/since and amount); other income of child; Part B: attendance certificate to be filled in by the school signed by the educational establishment; place, date and signature; Part C: declaration of paying accommodation outside the family's place of residence; to be filled in by the representative of the boarder school or the person with whom the child lives; date, stamp and signature

Joint Sickness Insurance Scheme registration details:

- Date of effect;
- Agency;
- Personnel number;
- Category/grade/step;
- Start and end date of contract;
- Surname; first name; maiden name;
- Status;
- Date of birth;
- Sex;
- Nationality;
- Mother tongue;
- Office address
- Private email address/mobile number
- Civil status;
- Date of marriage/divorce/partnership;
- If applicable, dependent children/persons (surname, first name, sex, date of birth, country of residence); spouse/partner's details (surname, first name, sex, date of birth, nationality, place of residence); declaration if spouse/partner is in gainful employment (name and address of current employer, total annual income) and staff member of an institution (if yes, personnel number to be given).

European Commission Authentication Service - Personal mobile phone number

The mobile phone number is part of the authentication system implemented by ECAS when F4E staff members want to connect to EC applications from Internet and to the Intracomm. Staff members have the possibility to specify their mobile phone number in the personal data section of their profile in F4E eHR application. The staff member is asked to give his/her consent to the storage of the number in eHR and the transfer of the same to ECAS.

Person to contact: (this form is used for internal F4E purposes only)

- Personnel number;
- Surname and first name;
- Name and surname of the person to contact;
- Relationship; full address; telephone number; email.

In addition to the above forms, new staff members need to provide the following supporting documents (if applicable):

- Certificate of marriage/divorce/civil partnership/widowhood
- Spouse's last payslip or tax declaration
- Birth certificates of children
- Certificate of previous residence
- Proof of spouse's residence at place of employment
- Copy of ID or passport
- Lease contract
- Bank statement
- Travel costs on taking up duties of family members: original tickets, boarding passes and receipts

The contract of employment (containing first name and surname, personal number, place of employment, status, category, grade, step, start date of contract) and grading sheet (containing first name, surname, nationality, date of birth, former studies and employers, status, category, grade, step and start date of contract, place of employment) of the staff member are sent to PMO together with the above forms and documents.

A "fiche PMO" prepared by the HR Officer in charge of entitlements is also provided to PMO with the following data:

- First name/surname
- Sex
- Date of birth
- Place and country of birth
- Current nationality and nationality at birth
- Mother tongue
- Type of contract, start date, length, category, grade, step
- Function

- Office address
- Post number

Transfer of EU Official to F4E

Legal Entities Form:

- Name, first name,
- Official address, post code/PO box, town/city, country,
- VAT number,
- Identity card number,
- Passport number,
- Date of birth, place and country of birth,
- Phone, fax and e-mail.

Financial Identification Form:

- Account name, address, town/city, postcode, country, contact, telephone, fax,
- E-mail, bank name, bank address, town/city, postcode, country,
- Account number, IBAN and remarks.

Travel costs on taking up duties:

- Name and forename;
- -Personnel number;
- -Administrative address and phone number;
- -Status;
- Other dependent persons travelling with the applicant (name, date of birth, relationship to applicant); departure and destination cities and dates; way of travelling; total expenses;
- Bank account number and confirmation that the account is identical to the one indicated on the financial identification form.

Installation allowance form:

- Name and forename;
- Personnel number;
- Administrative address and phone number at F4E;
- Start date of residence at place of employment;
- Place, date and signature

Family and household allowances received from other sources:

- Staff member's surname;
- First name;
- Personnel number;

- Agency;
- Children's surname, name and date of birth; if allowances from other sources are received (paying institution; start date of payment; amount and frequency); information related to the spouse's professional activity

Application form for Education Allowances:

- Applicant's surname, name;
- Staff number;
- Agency;
- Private address;
- Town and country;
- Declaration on the primary or secondary school/higher education establishment attended by the dependent child; Part A: child's name; date of birth; name of educational establishment attended; address; town and country; declaration if grant or other education allowances are received (from/since and amount); other income of child; Part B: attendance certificate to be filled in by the school signed by the educational establishment; place, date and signature; Part C: declaration of paying accommodation outside the family's place of residence; to be filled in by the representative of the boarder school or the person with whom the child lives; date, stamp and signature.

Joint Sickness Insurance Scheme registration details:

- Date of effect;
- Agency;
- Personnel number;
- Category/grade/step;
- End date of contract;
- Surname; first name; maiden name;
- Status;
- Date of birth;
- Sex;
- Nationality;
- Mother tongue;
- Civil status;
- Date of marriage/divorce/partnership;
- If applicable, dependent children/persons (surname, first name, sex, date of birth, country of residence);
- Spouse/partner's details (surname, first name, sex, date of birth, nationality); declaration if spouse/partner is in gainful employment and staff member of an institution (if yes, personnel number to be given).

Person to contact: (this form is used for internal F4E purposes only)

- Personnel number;
- Surname and first name;
- Name and surname of the person to contact; relationship; full address; telephone number; e-mail.
- In addition to the above forms, transferred EU Officials need to provide the following supporting documents (if applicable):
- Spouse's last payslip or tax declaration
- Birth certificates of children
- Certificate of previous residence
- Proof of spouse's residence at place of employment
- Copy of ID or passport
- Lease contract
- Bank statement
- Travel costs on taking up duties of family members: original tickets, boarding passes and receipts

Moreover Fusion for Energy's HR Unit informs the ICT Unit by e-mail upon the arrival of new staff. It consists of transfer of information so that the ICT Unit can prepare the working environment for newcomers (computer account, e-mail account, telephone number). The information transferred is: Name, Family name, Department, Entity, Contract Type, Personal Number, Job title, Date of entry into service.

Transfer/Change of place of employment during the career

During his/her career the staff member might be transferred to another F4E place of employment. In this case PMO establishes new rights for the transferred staff member. The forms and documents sent by F4E to PMO are included in the above list of forms/documents for taking up duties (e.g. removal, installation, travel costs, new financial identification form).

During the career, **changes in the family situation** of the staff member may lead to a new establishment of rights such as birth of a child, marriage or divorce:

[Form – Declaration on entitlement to the dependent child allowance:](#)

- First name and surname of staff member
- Personnel number
- Name and surname of child
- Date, place and country of birth/adoption
- Sex
- Nationality
- Address of child

- Name and surname of other parent
- Date of birth
- Sex
- Nationality
- Address
- Professional activity
- Declaration on allowances received from other sources (employer's certificate or payslip and document of the national family allowance fund is required)
- Birth certificate of the child has to be provided to PMO

Declaration of marriage form:

- First name and surname of staff member
- Legal surname after marriage
- Nationality before and after marriage
- Personnel number
- Date, country and place of marriage
- Personal details of spouse (first name, surname, surname after marriage, date, place and country of birth, nationality before and after marriage, sex, staff number if working in an EU institution, address after marriage)
- Spouse's professional activity and income at time of marriage
- Spouse's last tax declaration document has to be provided to PMO
- Household allowance received from other source. If yes the spouse's payslip has to be sent to PMO.

Divorce:

In case of divorce a divorce certificate and in case of common children a custody convention document have to be provided to PMO.

4. Who has access to my data?

The following people have access to your personal data:

- Process owner: Head of HR Unit
- Responsible members of the Human Resources Unit at Fusion for Energy in charge of entitlements
- Pay Master Office (PMO) in Brussels (see their [privacy policy](#))

- Joint Sickness Insurance office in Ispra
- European Commission (European Commission Authentication Service)
- ICT Officer responsible for the dedicated database, if necessary for technical support.
- IDM Manager, if necessary for support

Also, only if appropriate and necessary, for monitoring or inspection tasks, access may be granted to:

- Director of F4E
- Head of Administration
- 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?

Data are kept for 10 years following the last pension payment.

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?

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.

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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](#).