



SPECIFIC PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING CREATION/DELETION OF ACCOUNTS IN F4E ICT SYSTEMS

In the following staff is informed about the processing and data protection safeguards put in place by F4E to make sure any processing of their personal data is in line with Regulation (EC) No 45/2001 *on 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*.

Identity of the Controller

Mr Hans Jahreiss
Head of Administration Department
Fusion for Energy
C/ Josep Pla, nº 2,
Torres Diagonal Litoral, B3
08019 Barcelona, Spain

1. Purpose of the processing operation

This notification concerns the data processing of the creation/deletion of accounts in F4E ICT Systems. The purpose of this procedure is the creation and deletion of accounts in F4E Microsoft Windows environment as well as creation and deletion of e-mail accounts in:

- F4E Microsoft Exchange environment (e-mail system),
- F4E Skype for Business environment (collaboration system),
- F4E eHR Database (HR central repository).

2. Legal Basis

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 10th 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 10th 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).

3. Lawfulness of the processing

Processing is necessary for the performance of F4E tasks on the basis of the F4E founding instrument or other legal instrument adopted on the basis thereof or in the legitimate exercise of official authority vested in F4E or in a third party to whom the data are disclosed (Regulation (EC) 45/2001, Article 5(a)).

4. Data Subject(s) concerned

F4E staff members and students, experts or staff of external contractors working at F4E premises, members of F4E Governing Board.

5. Categories of data

Identification data: first name, family name, displayed name, F4E e-mail address, F4E fixed phone number, F4E mobile phone number, Office location and number, start date of contract, contract type, end date of contract.

6. Recipients of the data processed

ICT responsible officers in charge of the manual processing.
All F4E staff accessing F4E information systems including, but not limited to, Outlook e-mail system and Skype for Business system.
All students, experts, staff of external contractors, members of F4E Governing Board accessing one or more F4E information system.
All third parties receiving e-mail messages from F4E staff, students, experts, external contractors and members of F4E Governing Board entitled to have an F4E e-mail address.

7. Retention period of data

Ten (10) years after termination of the contract/work relationship.

8. Rights of the data subject

Right of access:

The data subjects have the right of access to the personal data that are being processed specifically

(regarding):

- confirmation if data related to him or her are being processed;
- information on the purposes of the processing operation;
- categories of data concerned;
- recipients or categories of recipients to whom the data are disclosed;
- communication in an intelligible form of the data undergoing processing and their source;
- the logic involved in any automated decision process concerning him/her.

Data subjects shall always have their right of access granted to control if the data reflect the facts and perceptions that they wanted to transmit and if their statements are as complete and accurate as possible.

Right of rectification:

The data subjects have the right to obtain from the data Controller the rectification of any inaccurate or incomplete personal data, without delay.

Right of blocking:

The data subjects have also the right to obtain the blocking of their personal data when:

- they contest the accuracy of the data;
- the controller no longer needs them but they need to be maintained for purposes of proof;
- the processing is unlawful and the data subject requests blocking instead of erasure.

Personal data blocked shall only be processed for the purpose of proof (with the consent of the data subject) or for the protection of the rights of a third party.

Right of erasure

The data subjects can request the cancellation of their personal data if they consider that they are subject to an unlawful processing.

Right to object:

The data subjects can object the processing of their personal data, unless the processing is needed for the purposes of Article 5b) and d) of Regulation 45/2001:

- on legitimate grounds relating to his/her particular situation;
- before their personal data are disclosed to third parties.

Limitations:

The data Controller may restrict, according to Article 20(1) of Regulation 45/2001, access to the information/documents to safeguard:

- a) the prevention, investigation, detection and prosecution of criminal offences;

- b) any important financial or economic interest of the Member States;
- c) the protection of the data subject or the rights of freedoms of others;
- d) the national security, public security or defence of the Member States;
- e) the monitoring, inspection or regulatory task connected with the exercise of official authority in cases referred to in a) and b).

In that case, the data subject will be informed of the principle reasons for applying such restrictions.

Common steps for the exercise of the above mentioned rights:

Any request concerning the rights above should be addressed to the Controller through the following contact e-mail address:

Resources-Controller@f4e.europa.eu.

Notwithstanding the right to obtain the rectification of inaccurate and incomplete data without delay, the Controller shall provide an answer to the data subject concerning his/her request on the exercise of his/her rights defined above, within 10 working days. Any contestation by the data subject to the Controller's reply shall be submitted within 10 working days of the response received and the Controller shall have another 10 working days to provide a replica revising his previous decision or confirming it.

The data subject may put in place the procedure established in article 90 of the Staff Regulations to contest any action of the data controller related to his/her rights.

If you feel your Data Protection rights have been breached you can file a complaint with the F4E's Data Protection Officer DataProtectionOfficer@f4e.europa.eu or have recourse at any time to the European Data Protection Supervisor: EDPS@edps.europa.eu.

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