



## PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING SELECTIONS

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 2018/1725<sup>1</sup>.

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#### 1. Why does F4E process my personal data? Whose data is processed?

The data processing concerns the person who sends his/her application following the external publication of a Vacancy Notice. It also concerns the person who is included in the EPSO database (Contract Agents) and selection committee members. The purposes of these procedures are: to manage external selection procedures (including for middle managers) with the aim to establish reserve lists of successful candidates; and selection procedures to recruit candidates from EPSO CAST reserve lists.

#### 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 \(SR\) Articles 1, 5, 7, 11a, 27, 28, 29, 30, 31, 32, 33 and Annex III - Competitions and Conditions of Employment of Other Servants \(CEOS\) – Articles 2\(f\), 3a, 10, 12, 13, 82, 83, 86.](#)

[Decision of the AMC of F4E on the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2\(f\) of the Conditions of Employment of Other Servants of the European Union.](#)

[Decision of the AMC of F4E on the general provisions for implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof.](#)

[Decision of the AMC of F4E on middle management staff.](#)

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

**For candidates applying to the selection procedures for officials, temporary and contract agents positions, at the application stage:**

- CV (a link towards the Europass CV is provided as an example to candidates). Any header can be deleted if considered not relevant.
- Motivation letter, which can contain information related to identity, education background, work experience, information enabling the candidate to be contacted (postal and electronic address, phone, etc.)

**For candidates applying to positions advertised for Officials only:**

- In addition, at the application stage, officials shall provide proof of being an established official. A proof of seniority in grade and step also needs to be provided in case of certified candidates.

Any additional information to the one listed above is provided at the initiative of the candidate.

**For the members of Selection committees for TA, CA and FO external selections:**

- Names of the members of the Selection Committees are disclosed by the HR Unit in the letters to all (shortlisted for interview and non-shortlisted) candidates.

**For candidates applying to selections based on EPSO database (for Contract Agents positions only) at the application stage:**

- CV (a link towards the Europass CV is provided as an example to candidates). Any header can be deleted if considered not relevant
- Motivation letter, which can contain information related to identity, education background, work experience, information enabling the candidate to be contacted (postal and electronic address, phone, etc.)
- Copy of letter from EPSO confirming inclusion on an appropriate EPSO CAST Reserve List

**When candidates are pre-selected for an interview:**

- CV and motivation letter of the selected candidates.
- In the context of online video written test service, where applicable:

An external contractor supports the F4E selection process and consists of a facility to remotely organise written tests to individuals online, with related video recording and storage. The service is provided by PwC, contracted for that purpose and acting as a processor under the control of F4E.

As far as data management and processing are concerned, PwC complies with Regulation 2016/679 (GDPR) while ensuring confidentiality and anonymity of candidates, high level of data quality, as well as security in the collection, storage and processing of personal data.

Candidates will find a Talview's Terms and Conditions Disclaimer on the platform that they are asked to agree on. Talview is a market-leading online-proctored tool, an Application Service Provider (ASP) using a Software-as-a-Service (SaaS) platform.

**In order to confirm the declarations made at the level of the application:**

- Copy of ID document
- Copies of diplomas
- Proof of professional experience
- Sworn declaration stating that the person is free from military obligations.

**For the reimbursement of the travel expenditure:**

- Personal data as contained in the [Reimbursement form](#) (F4E\_D\_2QCPGS)
- [Financial identification form](#) (including bank statement if no bank stamp can be obtained)
- [Legal entity form](#), copy of passport or identity card
- invitation to interview letter (contains postal address).

If applicable: results of the pre-selection (assessment grid) and of the interview.

**For selections for middle managers, at the application stage:**

- CV (a link towards the Europass CV is provided as an example to candidates). Any header can be deleted if considered not relevant
- Motivation letter, which can contain information, related to identity, education background, work experience, information enabling the candidate to

be contacted (postal and electronic address, phone, etc.).

#### For the shortlisted to interviews:

- Assessment centre report where applicable
- Recorded written test, where conducted remotely by an external contractor (PwC)

Any additional information to the one listed above is provided at the initiative of the candidate.

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

The following people have access to your personal data:

#### Selection procedure (including selections for middle managers) and EPSO:

- Human Resources officers in charge of selection
- Human Resources officers in charge of financial management
- Trainees assigned to the Human Resources unit may be asked to assist in the administration of the logistic aspects of selections
- Head of HR Unit
- Head of Administration Department
- Members, advisors and secretary of Selection Committee
- Assessment centre consultants (selection procedure for middle managers)
- For remote written tests, where applicable, data restricted to PwC consultants, Human resources officer in charge of the selection procedure and selection committee.
- F4E Director, as member of selection panel in selections for middle managers
- Appointing Authority
- Finance officers (only for reimbursement purposes: bank details form and bank stamp or statement, legal entity form, copy of passport or identity card and invitation to interview letter)
- Names of members of Selection Committees are disclosed to candidates applying to the selection.
- In the case of a candidate being placed in a reserve list, the information may be passed on to the member of staff and the Head of Department who requests to recruit a candidate for a similar position.
- IDM Manager, if necessary for support
- ICT Officer responsible for the dedicated database, if necessary for technical support

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

- Director of F4E
- Head of Administration Department
- 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?](#)

#### External selection procedures

- **Non-successful applicants** (applicants not invited to interview and applicants invited to interview but not included in the reserve list): 2 years following the date of approval of the Selection Committee report by the Director.
- **Applicants included in the reserve list but not recruited:** the data will be stored for the duration of the validity of the reserve list and for the 2 years following the expiry of the list's validity.
- **Successful candidates:** the data will be stored for 10 years after termination of employment.
- **Applicants included in the reserve list but not recruited:** the data will be stored for the duration of the validity of the reserve list and for the 2 years following the expiry of the list's validity.
- **Successful candidates:** the data will be stored for 10 years after termination of employment.

#### Online written tests

- The data will be stored in the Talview's database for 6 months. F4E will keep data as defined in the retention periods.

#### EPSO

- **EPSO candidates invited to interview:** above retention periods apply.
- **EPSO candidates not invited to interview:** data handled during the selection are deleted immediately.
- Data provided through F4E e-recruitment in the context of the F4E call of expression of interest by candidates from EPSO CAST reserve lists remain in the e-recruitment data base for 5 years in the interest of both the candidate and the institutions.

#### 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.

shall be informed of the principal reasons for applying such restrictions.

**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](mailto: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 2019<sup>2</sup>]. In that case, the data subject

**8. Contact details of the Data Protection Officer**

You may contact the Data Protection Officer (DPO) of F4E ([DataProtectionOfficer@f4e.europa.eu](mailto:DataProtectionOfficer@f4e.europa.eu)) with regard to issues related to the processing of your personal data under Regulation 2018/1725.

**9. Right to lodge a complaint**

You have the right lodge a complaint to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto: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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<sup>1</sup> 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).

<sup>2</sup> [O.J., 10.02.2020, L 37/18](#).