



RECORD
of processing activity
according to Article 31 Regulation 2018/1725

NAME of data processing:

Management and Implementation of individual or collective training requests handled by the HR Unit

Last update: May 2020

1) Controller(s) of data processing operation (Article 31.1(a))

- Controller: Organisational entity of Fusion for Energy (F4E)
 - Unit / Department **responsible** for the processing activity: HR Unit
 - Contact: HR-DataProtection@f4e.europa.eu
- Data Protection Officer (DPO): DataProtectionOfficer@f4e.europa.eu

2) Who is actually conducting the processing? (Article 31.1(a))

The data is processed by F4E (responsible unit) itself
Individual or collective training activities handled by the HR unit, booked and/or organised by/at Fusion for Energy or directly by a staff member of Fusion for Energy.

The data is processed by a third party (e.g. contractor) (Art. 29 – Processor) :
Contact point at external third party (e.g. Privacy/Data Protection Officer):

- [European Commission: DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu) (EU Learn tool)

- [Provision of Specialised Learning and related Services to Fusion for Energy by the provider Instituto de Soldadura e Qualidade \(ISQ\):](#)

Address:

Instituto de Soldadura e Qualidade

Av. Prof. Dr. Cavaco Silva N 33

2740-120 Porto Salvo

Portugal

<https://www.isq.pt/politica-de-privacidade/>

See point II.9 of the Framework Contract on the processing of the Personal Data.

3) Purpose and Description of the processing (Article 31.1(b))

Why is the personal data being processed? Specify the underlying reason for the processing and what you intend to achieve. Describe, summarise the substance of the processing.

When you (later on) intend to further process the data for another purpose, please inform the Data Subject in advance.

Individual or collective requests for learning and development activities (trainings, conferences, workshops, coachings, language courses, etc.) either organised by/at Fusion for Energy or directly by a staff member from Fusion for Energy, are managed for the following purposes:

Personal Data are used to book and manage the participation of F4E staff members to different learning and development activities.

All the requests for learning activities should be introduced through F4E's Learning Management Tool: E-enrolment.

For individual learning activities provided by the EU Commission Learning Management System - EU Learn -, staff members must enrol through the EU Learn platform (see the [EU Learn privacy notice](#)). In addition, to ensure the completeness of the F4E's internal approval workflow, staff members must create their requests in E-enrolment.

Once the approval workflow is complete, if necessary, F4E Training Team organises the learning activities by contacting the corresponding companies available through different framework contracts.

The companies take care of providing the requested learning activities or book the activities.

Staff members may also book their individual learning activities themselves once these are

approved, and request reimbursement to F4E.

Staff members and non-F4E staff members (interims, trainees, experts, contractors) authorised to attend an internal training activity organised and/or financed by F4E must sign an attendance list and/or provide a certificate of attendance from the training provider.

At the end of a training activity, the participants are asked to fill in an anonymised evaluation/feedback form. Statistics are retrieved on that basis.

4) Lawfulness of the processing (Article 5(a)–(d)):

Mention the legal bases which justifies the processing

Processing necessary for:

(a) performance of tasks in the public interest attributed by EU legislation (including management and functioning of F4E)

- [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 22 February 2021 \(2021/281 Euratom\), O.J. L 62, 23.02.2021, 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 22 February 2021, 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](#)

(b) compliance with a *specific* legal obligation for F4E to process personal data.....

(c) necessary for the performance of a contract with the data subject or to prepare such a contract.....

(d) Data subject has given consent (ex ante, freely given, specific, informed and unambiguous consent)

5) Description of the data subjects (Article 31.1(c))

Whose personal data is being processed?

- 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

6) Categories of personal data processed (Article 31.1(c))

Please give details in relation to (a) and (b). In case data categories differ between different categories of data subjects, please explain as well.

(a) General personal data:

Administrative data of the participants benefiting from the learning and development activity:

- Name
- Surname
- 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

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.

(b) **Sensitive personal data** (Article 10)

Not applicable

7) Recipient(s) of the data (Article 31.1 (d)) – Who has access to the personal data?

Recipients are all people to whom the personal data is disclosed (“need to know principle”). Not necessary to mention entities that may have access in the course of a particular investigation (e.g. OLAF, Court, EDPS).

The following recipients have access to the personal data processed by Fusion for Energy, 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.

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.

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
- Procurement team

Also, only if appropriate and necessary for monitoring or inspection tasks, access may be given to: e.g. F4E Director, Head of Admin, DPO and Anti-Fraud & Ethics Officer, Head or responsible officer of LSU, IAC, IDOC.

8) Transfers to third countries or International Organizations (Article 31.1 (e))

If the personal data is transferred outside the EU, this needs to be specifically mentioned, since it increases the risks of the processing operation (Article 47 ff.).

Data is transferred to third countries or International Organizations recipients:

Yes

This concerns the administrative data covered by [the record on access to ITER site](#):

- Name
- Surname

No

If yes, specify to which country/IO:

Iter International Organisation (Iter IO) security office.

If yes, specify under which safeguards and add reference:

- Adequacy Decision (from the Commission)
- Memorandum of Understanding between public authorities/bodies
- Standard Data Protection Clauses (from the EDPS/Commission).....
- Binding Corporate Rules.....

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.

- Others, e.g. contractual/agreements (subject to authorisation by the EDPS).....

Reference: [Data Protection Notification on the Access to ITER site](#)

9) Technical and organisational security measures (Articles 31.1(g) and 33)

Please specify where the data is stored (paperwise and/or electronically) during and after the processing. Specify how it is protected ensuring “confidentiality, integrity and availability”. State in particular the “level of security ensured, appropriate to the risk”.

Security measures are implemented to ensure integrity, confidentiality and availability of information. The default provisions include backups, centralized logging, software updates and continuous vulnerability assessment and follow-up. Specific provisions resulting from the characteristics of the information system may lead into the implementation of encryption, two factor authentication among others found relevant following a risk analysis

10) Retention time (Article 4(e))

How long is it necessary to retain the data and what is the justification for this retention period? If appropriate, differentiate between the categories of personal data. If the retention period is unknown, please indicate the criteria for determining it.

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.

11) Information/Transparency (Article 14-15)

Information shall be given in a concise, transparent and easily accessible form, using clear and plain language.

F4E - a specific Privacy Notice, (F4E_D_ 2M9H8F) is published in F4E intranet, in the respective HR section, and in the [Data Protection Register](#). The PN provides the information required under Articles 15 and 16 of the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2001/EC.

EU Learn – a [Privacy Policy](#) is published on the dedicated website.

ISQ – a [Privacy Policy](#) is published on the dedicated website.