

Specific Privacy Notice on personal data protection regarding the selection procedure for the Fusion for Energy Traineeship scheme

Identity of the Controller

Mr Hans Jahreiss, Head of Administration Department

Purposes of the processing operation

To enable candidates to participate in a Traineeship scheme at Fusion for Energy (F4E) with the aim of providing work experience to trainees and promoting awareness, knowledge and understanding of Fusion for Energy and its role in the ITER project

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), 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

Decision of the Director of Fusion for Energy on the Traineeship scheme signed on 7th April 2015, ref. F4E_D_3234EM, DC: 2015/O/HR/061.

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).

Data subject concerned

Person who sends his/her application following the publication of a vacancy for the F4E Traineeship scheme.

Categories of data

At the application stage:

- Online application form (surname, first name, nationality, address and contact details, fields of expertise, year of diploma, languages spoken);
- CV containing identification details (surname, first name, title, date of birth), contact information (address, phone number, email address), eligibility information (nationality, educational history, professional experience);
- Motivation letter containing information mentioned above in more detail.

If candidates are selected:

Prior to the beginning of the traineeship, candidates who have successfully passed the selection will be required to provide:

- Photocopies of documents which prove the admission requirements (nationality, age, etc.);
- Acceptance form, stating the trainee's approval of the offer made by Fusion for Energy and including a photograph – this document is only seen by Human Resources Officers responsible for the Traineeship scheme;
- Financial Identification Form and Legal Entity Form – for payment of the traineeship allowances;
- Documents which show that the data subject has public or private cover for sickness insurance for the entire duration of the traineeship period (in particular form E-111 for nationals of the Member States or a document proving that the data subject has a private insurance cover).

During traineeship:

- Information in the documents submitted for reimbursement of travel expenses (train or plane tickets, boarding passes, etc.)
- Information provided in a request for a leave (authorised absence) or for an interruption of the traineeship
- Medical certificate (in case of absence due to illness/accident exceeding three days), which indicates a period when a trainee is unfit to work, that is starting and end dates of illness

After traineeship:

- Traineeship evaluation by trainee and his/her supervisor detailing the nature of work undertaken and comments on the trainee's performance of the tasks.

Recipients of the data processed

HR Officer responsible for the Traineeship scheme

The Head of Human Resources Unit

The secretary/assistant of the Head of Human Resources Unit

The Head of Administration

The trainee's supervisor

The Project Team Leader/Head of Unit in which the trainee is assigned to

The secretary/assistant of the area where the trainee is assigned to

The financial officer in charge of the payment of monthly allowance for trainees

Date when processing starts

June 2015

Time limits for Storage/ Retention period

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

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

- data necessary to re-issue the certificate of participation (name of trainee, 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 traineeship, 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 traineeship budget, and
- In addition, any originals of supporting documents provided by successful candidates are returned as soon as the traineeship has been completed, and in the case of non-successful candidates as soon as the relevant traineeship period ends.

Rights of the data subject

(Rights of access, to rectify, to block, to erase, to object, according to Article 13-20 of Regulation 45/2001)

Right of access:

Data subjects have the right of access to the personal data that are processed by F4E, specifically:

- if data related to him/ 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
- logics 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:

They also have the right to modify any inaccurate or incomplete administrative data, without delay.

Right of blocking:

Data subjects have also the right to obtain from Data Controller 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:

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

Right to object:

according to Article 18 of Regulation 45/2001, 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 their particular situation
- before their personal data are disclosed to third parties.

Limitations:

However, the Controller may restrict access to the information/documents to safeguard:

- the prevention, investigation, detection and prosecution of criminal offences
- any important financial or economic interest of the Member States
- the protection of the data subject or the rights of freedoms of others
- the national security, public security or defence of the Member States
- the monitoring, inspection or regulatory task connected with the exercise of official authority.

Common steps for the exercise of any of the above mentioned rights:

Any request from a data subject concerning the rights above described should be addressed to the Controller through the following contact e-mail address: Resources-Controller@f4e.europa.eu.

Apart from the right to obtain the rectification without delay (Art. 14), the Controller shall provide an answer to the data subject concerning his/her request on the exercise of his/her rights, as 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. The EDPS receives complaints from EU staff members as well as from other people who feel that their personal data have been mishandled by a European institution or body.