



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 H&S MANAGEMENT SYSTEM – PROCEDURE FOR THE RISK ASSESSMENT AND PREVENTIVE
 MEASURES (F4E_D_2DT8EJ)**

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 all F4E Staff and Seconded National Experts (SNEs).

Data processed as a consequence of the implementation of the H&S Management System, which comprehends the H&S Policy ([F4E_D_282GG4](#)) and the 8 H&S Procedures developing it.

The Procedure for Risk Assessment and Preventive Measures ([F4E_D_2DT8EJ](#)) is the main process of the H&S Management System. In order to properly assess the risks to which staff members are exposed at F4E and prescribe the adequate relevant preventive and control measures, it is necessary to process certain personal data of the F4E Staff.

The processing will take place using a dedicated IT tool, which shall be filled by the H&S Coordinator according to the information (tasks carried out, risks faced & working conditions) provided by Middle Managers and F4E Staff. The individual Risk Assessments of F4E Staff shall be available to the H&S Coordinator, the relevant Middle Manager and the concerned staff member.

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 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;

Council Directive of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work (89/391/EEC), in particular Article 9 thereof;

F4E Health & Safety Policy ([F4E_D_282GG4](#)), in particular Article 6 thereof.

3. Which data is F4E processing?

(a) Administrative data:

All F4E Staff shall have an individual Risk Assessment performed, which shall contain the following personal data:

- Name of the the staff member; unit and/or department to which the staff member belongs; tasks carried out by the staff member; H&S-related trainings undertaken; location where the staff member performs his/her tasks.

(b) Sensitive personal data (Article 10):

In the event the Medical Advisor communicates to the H&S Coordinator the need of implementing certain preventive measures for one staff member, the individual Risk Assessment of the concerned staff member shall be updated accordingly.

The Medical Advisor shall not communicate the specific medical condition that led to the need of implementing certain preventive measures, however by communicating the measures, the H&S Coordinator could deduct which medical condition led to them.

4. Who has access to my data?

The following people have access to your personal data (on a need to know principle):

- Senior Manager responsible for H&S
- H&S Coordinator
- Middle Manager of the concerned staff member
- Medical Advisor
- IDM Manager, if necessary for support
- ICT officer responsible for the development and maintenance of the IT Tool

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

- Director of F4E
- Head of Admin
- Head of the Legal Service Unit, and/or responsible Legal Officer
- F4E Data Protection Officer and Anti-Fraud & Ethics Officer

5. How long does F4E store my data?

Once a staff member leaves F4E, his/her individual Risk Assessment shall be stored for a period of 20 years and shall no longer be available in the IT Tool. This retention period responds to:

- There is often a long period between exposure and onset of ill health of the staff member.

In case of radiation exposed workers, personal data shall be kept for a period of 30 years in accordance with Council Directive 2013/59/EURATOM of 5 December 2013 laying down basic safety standards for protection against the dangers arising from exposure to ionising radiation.

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 parties.

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, the Senior Manager responsible for H&S, at

h&sdataprotection@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](#).