



PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING Outside Activities

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?](#)

Fusion for Energy staff members wishing to engage in an outside activity, whether paid or not, or carry out any assignment whether in service or on leave on personal grounds, shall first obtain permission from the Appointing Authority (AA) before undertaking any type of work outside Fusion for Energy (whether paid or unpaid) or holding any office outside of Fusion for Energy. In order to do so, they shall submit a specific request form to the AA, thus enabling the AA:

- To assess whether their request is compatible with their obligations under the Staff Regulations;
- Make a reasoned decision.

Although covered by the same Commission Decision on 'Outside Activities' (see below), a separate Privacy Notice exists for Post-Employment.

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 \(SR\) and the Conditions of Employment of Other Servants of the European Communities \(CEOS\), in particular Articles 12b and 16 as well as Conditions of Employment of Other Servants, in particular Articles 11 and 81.](#)
- [Commission Decision of 29 6.2018 on ‘Outside Activities and Assignments and on Occupational Activities after leaving the Service’.](#)

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

(a) **General personal data:**

All the data included in the request [form](#) to be filled out by the data subjects, such as :

- Name, surname, personnel number, grade, administrative status, part-time (yes/no).
- Detailed description of the planned outside activity, name of the organisation in which the activity is to be exercised, address, type of activity, place in which the activity is to be carried out, timetable (during or outside working hours), duration.
- Possible conflict of interests, indicating a declaration of financial/contractual relationship with Fusion for Energy, direct or indirect link between activity and duties.
- Potential absences entailed by the outside activity, including cases of educational activities.
- Information regarding any remuneration or compensation provided in relation to the outside activity: activity itself, travel, daily subsistence.
- Information as to whether the outside activity will result in a publication (if yes, details should be provided)
- Date and signature of the staff member
- Opinion of the Head of Department concerned. In case of refusal of the application, reasons should be provided

- Name, surname, date and signature of the Head of Department concerned
- Decision of the AA. In case of approval: period covered by the authorisation. In case of refusal, reasons shall be provided.
- Name, surname and position of the AA

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

Not applicable.

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

The following recipients have access to the personal data processed:

- Reporting Officer of the data subject
- Head of Department of the data subject who made the request (for opinion on the request)
- Human Resources Service Desk Officer responsible for outside activities and assignments
- Head of Administration Department
- Head of Human Resources Unit
- Appointing Authority (F4E Director) or another person internally who may be consulted on the declaration if deemed necessary by the Head of Department or the Appointing Authority/Authority Responsible for Concluding Contracts
- ICT Officer responsible for the dedicated database, if necessary for technical support.
- IDM Manager, if necessary for support

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

5. [How long does F4E store my data?](#)

The paper request form which includes the management decision and supporting documents are kept in the staff member's personal file in the HR archives for the same length as other documents contained in staff members' personal files, i.e. 10 years after termination of employment or last pension payment.

The electronic file saved in the shared drive is kept for the same period of time as the paper documents.

6. Does F4E intend to transfer my data to third countries or International Organizations?

No.

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). 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](#).