



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING  
Probationary Period all staff**

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 newly recruited staff members (temporary agents, contract agents) or appointed (probationary officials);

The purpose of this procedure is to assess the efficiency, ability and conduct in the service during the probationary period of staff newly recruited/appointed in order to decide whether the official shall be established or the temporary agent/contract agent retained in the function, or the staff member shall be dismissed before or at the end of the probationary period

**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 Article 34 of the SR, articles 14 and 84 of the CEOS](#)

Decision of Fusion for Energy Administrative and management committee F4E(11)-GB26-10.7b:

[https://f4enet.f4eda.local/ourorganisation/SiteAssets/Pages/OurOrg/Appraisal\\_FO\\_TA.pdf](https://f4enet.f4eda.local/ourorganisation/SiteAssets/Pages/OurOrg/Appraisal_FO_TA.pdf)

[https://f4enet.f4eda.local/ourorganisation/SiteAssets/Pages/OurOrg/Appraisal\\_CA.pdf](https://f4enet.f4eda.local/ourorganisation/SiteAssets/Pages/OurOrg/Appraisal_CA.pdf)

### 3. Which data is F4E processing?

General personal data: The data are the ones included in the [form](#) (F4E\_D\_2MCG6B) such as:

Factual data:

Probationer details: name, surname, personal number, category and grade/function group and grade, job title, dates of the start and the end of probationary period, interruption of work period if applicable

Probationary Supervisor's details: name and position.

Immediate Superior responsible for the preparation of the report: name and position.

Evaluation data:

Summary of the work accomplished during the probationary period (description of tasks), , summary of the performance during the probationary period regarding the efficiency, competencies and conduct in the service, the date of the dialogue which took place between the supervisor and the probationary employee, the principal languages used at work, the probationer's strengths, the probationer's limitations / areas for improvement.

Recommendation of the Probationary Supervisor (retention in the function/dismissal at the end of the probationary period)

Signature of the Probationary Supervisor and date.

Comments (if applicable) from the probationary employee and whether s/he agrees or not, Signatures of probationary employee and date.

### 4. Who has access to my data?

The following recipients have access to the personal data processed:

- Human Resources officer(s) in charge of the administrative management and follow up of the probationary period reports
- Process Ownr: Human Resources Head of Unit
- Immediate superior in charge of drafting the probationary report
- Probationary supervisor
- Appointing Authority (Director) (only in case of prolongation of probationary report or dismissal)
- Secretary to the Director (only in case of prolongation of probationary report or dismissal)
- Joint Committee (only in case of prolongation of probationary report or dismissal)
- 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 given to: e.g. F4E Director, Head of Administration, DPO and Anti-Fraud & Ethics Officer, Head and/or responsible officer of LSU, IAC, IDOC.

### 5. How long does F4E store my data?

Reports are being kept in the personal files for up to five years after termination of employment (or the last pension payment).

Fusion for Energy may continue to store Personal Data for a longer period, as may be necessary for internal auditing and for the establishment, exercise or defense of legal claims until such claims are finally resolved.

### 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.

### 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 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](mailto: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](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.](#)