



## PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING Promotion and Reclassification

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 the exercise of promotion/reclassification of F4E staff members, i.e. appointment of the staff member to a higher grade within the function group to which she/he belongs following a detailed procedure and final decision of the Appointing Authority / Authority Responsible for Concluding Contracts of Employment. It concerns all F4E staff members (Officials, Temporary Agents and Contract Agents).

#### 2. [What is the justification for the processing?](#)

Necessary for the performance of a task carried out in the public interest

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 45 of the Staff Regulations and Articles 54 and 87(3) of the CEOS

[Decision of the Administrative and Management Committee of the European Joint Undertaking for ITER and the Development of Fusion Energy laying down general implementing provisions regarding Article 45 of the Staff Regulations for officials](#)

[Decision of the Administrative and Management Committee of the European Joint Undertaking for ITER and the Development of Fusion Energy laying down general implementing provisions regarding Article 54 of the Conditions of Employment of Other Servants of the European Union](#)

[Decision of the Administrative and Management Committee of the European Joint Undertaking for ITER and the Development of Fusion Energy laying down general implementing provisions regarding Article 87\(3\) of the Conditions of Employment of Other Servants of the European Union](#)

Annual decisions taken by the Director on staff promoted/reclassified (list of the names of staff members promoted/reclassified published to the attention of all staff).

[Service Level Agreement \(SLA\) with EPSO for the provision of services related to the third language.](#)

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

#### General personal data:

- Identification data: name, surname, personal number, gender, category and grade/function group and grade, job title, department, seniority in grade, 3rd language status, proposals by Reporting Officers on promotion/reclassification.

- Appraisal reports including an assessment of the staff performance regarding efficiency, ability, conduct, the use of languages and level of responsibilities as determined in the appraisal report.
- Information in the promotion act/contract amendment, including new grade and/or step
- List of staff promoted/reclassified (published to the attention of all staff)

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

The following people have access to your personal data:

- Human Resources officer(s) in charge of the promotion/reclassification exercise
- Human Resources Head of Unit
- F4E Director of Fusion for Energy
- Another person internally may be consulted regarding if deemed necessary by the Appointing Authority/Authority Responsible for Concluding Contracts of Employment
- Members of the Senior Management (Director and Heads of Departments)
- Members of the Joint Promotion & Reclassification Committee
- Staff Committee representatives nominated to meet with the Appointing Authority/Authority Responsible for Concluding Contracts of Employments to discuss the draft lists of promotion/reclassification
- Human Resources officer (s) in charge of dealing with complaints
- 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 granted to:

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

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

In line with Article 26 of the Staff Regulations and Articles 11 and 81 of the CEOS, individual promotion acts and contract amendments are being kept in the personal files for up to ten years after termination of employment (or the last pension payment).

**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 organisations.

**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.](#)