



PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
Use of Taxi for Health reasons

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 the use of taxi for health reasons. The purpose of this procedure is to enable a staff member to request the reimbursement of taxi expenses on exceptional basis in case he/she is temporarily unable, due to health reasons, to join his/her working place with a public transport or his/her own means.

The process concerns staff members of Fusion for Energy (officials, temporary agents and contract agents employed under the Staff Regulations and Conditions of Employment of Other Servants).

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;

[Note from the Director of 19 February 2015 \(ref. F4E_D_22NWNB\) regarding request for taxi reimbursement in case of health problem.](#)

3. Which data is F4E processing?

(a) General personal data:

Administrative data:

- The [request form](#) (F4E_D_ 2QCT36) contains personal data such as Name, surname, private address, signature etc;
- Human Resources checks and confirms if staff member is working full-time, part-time, absent with or without medical certificate, with names of staff member.
- Medical Advisor: after revision of the medical certificate submitted by the staff member, confirms the incapacity to drive or to use a public transport to go to work specifying the period. The certificate also specifies if it is a renewal and the medical advisor signs.
- Opinion of the Head of Human Resources Unit: specifying the agreement of arranging a taxi service along with the days per week requested and his/her signature
- Decision of the Head of Corporate Services Unit: giving his confirmation or rejection), duration, justification in case of refusal, signature.

(b) Sensitive personal data (Article 10)

Medical data:

A medical certificate is attached in a sealed envelope and transmitted to the Medical Advisor. The certificate is seen only by the Medical Advisor. The purpose of the certificate is to obtain a statement from the staff member's doctor that the staff member is able to work but that due to health reasons, s/he cannot drive nor use public transports to come to work. The medical certificate shall describe the type of health problem and the estimated duration during which the staff member will be unable to use his/her private means of transport or public transport.

4. Who has access to my data?

Medical Data:

Only the Medical Advisor has access to the medical data of the staff member.

Administrative Data:

The following recipients have access to the personal data processed:

- Medical Advisor
- Human Resources officer responsible
- Head of Human Resources Unit
- Corporate Services Unit officer responsible for the request
- IDM Manager, if necessary for support,
- ICT Officer responsible for the dedicated database, if necessary for technical support.

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

5. How long does F4E store my data?

The personal data are kept for one year after the medical certificate is approved by medical advisor.

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

No, F4E does not intend to transfer your 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). 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 to lodge a complaint

You have the right to lodge a complaint 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](#).