



**PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
 Creation and Deletion of accounts in ICT systems**

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 following:

Creation and deletion of accounts in F4E Microsoft Windows environment as well as creation and deletion of e-mail accounts in all F4E ICT applications.

It includes both local (from within F4E ICT network) and remote connection.

In particular, this procedure allows the creation of user accounts for F4E ICT applications in order for users to be authenticated in the systems. Also, it allows for the extension of validity and deletion of such created users.

For some applications periodic review of access rights on the user accounts is also performed.

Moreover, for F4E staff and contractors at Cadarache site, on top of the above, creation and deletion of accounts in ITER IO IT environment including access to:

- ITER IO e-mai system,
- ITER IO client computing systems (laptops),
- ITER IO IT ancillary services (including: voice calls, printing, shared folders storage area, etc.).

Through F4E ICT ticketing system and/or e-mail messages, the ICT Unit is informed about the upcoming taking up of duties of new colleagues or start of contract of students, experts, external contractors or members of F4E Governing Board.

The ICT Unit staff manually proceeds to the following:

- Creation of Microsoft Windows account in Microsoft Windows Active Directory,
- Creation of mailbox in F4E e-mail system,
- Creation of profile in F4E Skype for Business environment,
- Creation of profile in F4E eHR Database (only for staff members).

In a similar way, termination of employment/contract/collaboration is communicated to the ICT Unit and the above accounts are closed down.

Moreover, in the case of the Cadarache site, equivalent operations are performed on ITER IO systems by ITER IO IT staff.

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;

3. Which data is F4E processing?

Identification data: first name, family name, displayed name, e-mail address, phone number (fixed and/or mobile), Office location and number, start date of contract, contract type, end date of contract.

4. To whom are my data disclosed?

The following people have access to your personal data:

- F4E ICT responsible officers in charge of the processing.
- ITER IO IT responsible officers in charge of the processing (only for F4E staff and contractors based at the Cadarache site).
- All F4E staff accessing F4E information systems including, but not limited to, e-mail system and Skype for Business system.
- All students, experts, staff of external contractors, members of F4E Governing Board accessing one or more F4E information system.
- All third parties receiving e-mail messages from F4E staff, students, experts, external contractors and members of F4E Governing Board entitled to have an F4E e-mail address.

Also, only 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 DPO and Anti-Fraud & Ethics Officer
- IAC, IAS, ECA, IDOC

5. How long does F4E store my data?

Maximum two years after closure of the account.

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

F4E intends to transfer the personal data to ITER IO

This IO provides suitable safeguards for the process of personal data, which can be obtained by addressing a request to Fusion for Energy.

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 (DP-ICT@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.

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 to have 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 this Regulation (Principle of Transparency).