PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING the invitation and reimbursement of visiting experts without contracts, and regarding the establishment of lists of potential F4E experts, their selection and the signing and follow-up of the contracts with individual experts

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[1].

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1. Why does F4E process my personal data? Whose data is processed?

The data processing concerns external experts providing their expertise to F4E. This can concern:

- Persons who register online following the publication of a call for expression of interest. The aim of the processing of their personal data is to establish lists of experts (in the form of an online database) who can be selected to sign a contract with F4E for the provision of specific expertise. Additionally, data might be processed in order to sign and implement the contract with the respective expert(s).
- Persons who are invited to attend a meeting on F4E premises and/or on behalf of F4E and are not awarded a contract to do so. The personal data of experts without contracts is processed in order to compile an attendee list and reimburse expenses made by the respective experts.

For the establishment of lists of experts who can sign a contract for the provision of specific expertise, F4E receives candidates' applications through a dedicated e-recruitment tool ('Gestmax Recruitment') maintained by Kioskemploi - Societe Anonyme (sylvain.patouillard@kioskemploi.com).

For the execution of financial transactions, personal data is further processed through the Acrual Based Accounting System (ABAC) which is a system ran by DG Budget. F4E and DG Budget act as joint-controllers and any requests should first be directed at F4E. The Privacy Notice held by DG Budget can be found here.

Furthermore, for experts with contracts, in line with the F4E's Financial Regulation (art. 31), information on recipients of funds financed from the budget of the Joint Undertaking shall be published having due regard for the requirements of confidentiality and security, in particular the protection of personal data: the name of the recipient; the locality of the recipient; the amount legally committed and the nature and purpose of the measure. According to the threshold as referred to in the General Financial Regulation, the aforementioned data will be published on

F4E's publicly accessible Industry Portal. Where personal data are published, the information shall be removed two years after the end of the financial year in which the funds were awarded.

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 and/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;

- F4E Financial Regulation , entered into force on 1 January 2020;

- Rules on how to select, appoint and pay F4E experts as last amended in January 2020;

- Rules on the reimbursement of expenses for the attendance at meetings of chairs and members of F4E committees and other experts (Reimbursement Rules);

- F4E(11)-GB21-16b Decision of the Reimbursement of Expenses for Committee Chairs and Members;

- Decision of the Governing Board on the Payment of Indemnities to the Chairs of Committees of F4E (Decision F4E (10)-GBWP-05 of 02/12/2011).

Processing necessary for the performance of a contract with the data subject or to prepare such a contract.

3. Which data is F4E processing?

(a) General personal data:

Personal data shall mean any information relating to an identified or identifiable natural person which is collected and processed within processes regarding the invitation, and/or reimbursement, and/or selection, and/or contracting of experts, such as:

- Personal and contact information – information related to identity, first and last names gender, date of birth, town and country of birth, nationality, passport number, home address, contact details, (email address and phone number), social media profile, civil status;
- CV which may contain information related to identity, nationality, gender, contact details, professional experience, education and training, languages spoken and personal skills and competences;
- Photo, not requested, sometimes provided by applicants spontaneously;
- Legal Entities Form and Financial Identification Form including bank statement if no bank stamp can be obtained;
- Copy of the identity card or passport;
- Request for payment;
- Supporting travel documents;
- Calendar days worked.

The above is an illustrative listing without limitation to any other possible personal data provided by the expert. Only data required for the specific process will beprocessed.

(b) No Sensitive Personal Data is Processed.

4. Who has access to my data?

The following people can have access to your personal data:

- Administrative managers of the 'Procurement Unit' (only applies to (candidate) experts with contract);
- Staff from the requesting Department or Unit who are involved in the selection process (only applies to (candidate) experts with contract);
- Head of the Project Control, Supply Chain & Finance Department (only applies to (candidate) experts with contract);
- Head of the 'Procurement Unit';
- Responsible Finance Officers and Financial Assistants;
- Responsible officer of the Accounting Team;
- The Staff of the Office of the Director and the Governance Officer and Members of the Governing Board (only applies to experts without contract and for the purpose of the Annual Assessment).
- The supporting IT officer (for provision of technical assistance to the related software tool when requested);
- IDM Manager, if necessary for support;
- ICT Officer responsible for the dedicated database, when requested to provide technical support;
- For all Personal Data further processed through ABAC:

- All F4E staff on the financial circuit have access to the data on ABAC. The extent of this access depends on the access rights which are set on a strict need to know basis. A list of specific access rights can be obtained by contacting F4E Local Authorisation Manager (LAM) by addressing pcscf-department-controller@f4e.europa.eu
- On the side of DG Budget the relevant recipients are described in DG Budget's Data Protection record.

- GB and Committee Members, Secretaries and supporting staff with regard to the selection of Committee members and experts.
- For the personal data processed through the e-recruitment tool 'Gestmax Recruitment': External Contractor/Data processor Kioskemploi - Societe Anonyme (sylvain.patouillard@kioskemploi.com).

Also, 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 or responsible officer of LSU, IAC, IDOC.

5. How long does F4E store my data?

The files relating to personal data during the selection of candidates Experts with Contracts are kept for 5 (five) years following the closure of the calls of expression of interest.

The files relating to personal data of the selected Experts with Contracts, as well as of Experts without Contracts, are kept for 7 (seven) years following their closure (usually after the payment of the final instalment under the respective contract/assignment).

In accordance with the record held by DGBudget, Personal Data further processed through ABAC might be retained by DGBudget for up to ten (10) years after the last transaction.

Where personal data are published on F4E's publicly accessible Industry Portal as described in section 1, this personal data shall be removed two years after the end of the financial year in which the funds were awarded.

Documents may be retained until the end of a possible audit or Court Proceeding if one started before the end of the above period. In any case, personal data contained in supporting documents (relating to the budget implementation measure) shall be deleted where possible when those data are not necessary for budgetary discharge, control and audit purposes.

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, F4E Project Control, Supply Chain & Finance Department: pcscf-department-controller@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 (EU) 2018/1725 may apply [See Governing Board Decision of 9 December 2019[2]]. 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 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.

November 2025.

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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).
[2] O.J., 10.02.2020, L 37/18.