FUSION FOR ENERGY

idm@F4E UID / VERSION
29KVHD / 1.3

VERSION CREATED ON / STATUS
29 October 2026 / Approved

EXTERNAL REFERENCE

NO MARKING

F4E Document

Privacy Notice on Personal Data for Mission Management

Privacy Notice on Personal Data regarding Mission Management in line with Data Protection regulation 2018 1725.

Approval Process			
	Name	*Action*	*Affiliation*
Author	● **F4E.DI.PC.FN.EP**	**29 October 2026:signed**	**PCSCF**
Co-Authors	● **F4E.DI.PC.FN.FI**	**29 October 2026:signed**	**PCSCF**
Reviewers	● **F4E.DI.PC.LS**	**29 October 2026:recommended**	**PCSCF**
Approver	● **F4E.DI.PC.FN**	**29 October 2026:approved**	**PCSCF**
Read Access	**LG: DP Access Rights - Add, AD: IDM F4E.DI.CL Commercial Department, AD: IDM F4E.DI.CL.HD Head of Commercial Department, AD: BO CL-00-00-00 Commercial Department, AD: BO CL-00-00-HD Head of Commercial Department, AD: IDM_F4E_EXT_EXTENDED, AD: IDM_F4E_STAFF, AD: IDM_F4E_EXT_STANDARD, AD: IDM F4E.DI.C...**		

Original Document MD5#: 5677D46B23AB97176B352B505854EF04

** Performed by ** Delegated Reviewer*
For Data Protection the names of the actors are omitted and can be consulted in IDM
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Change Log			
Privacy Notice on Personal Data for Mission Management (29KVHD)			
Version	***Latest Status***	***Issue Date***	***Description of Change***
v1.0	Approved	21 May 2020	
v1.1	Approved	22 October 2025	The following changes have been implemented in this new version: - Updated department name and DP functional mailbox. - Improved formatting.
v1.2	Approved	26 November 2025	The following changes have been implemented in this new version: - Updated the name of the software application used for the organisation of the mission and the declaration of costs and the corresponding link to the Privacy Notice. - Improved formatting.
v1.3	Approved	29 October 2026	Some changes : Included descriptions of data to be sent to the travel agency and included SUMMA

PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING the management of missions and reimbursement of mission costs

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?

Whenever Fusion for Energy (F4E) staff members (in the following "staff" or "staff members") are required to travel away from their place of employment for the needs of the service (eg. for congresses, conferences, seminars, workshops, meetings and other working appointments), this constitutes a mission.

Processing of personal data (eg. travel orders, processing visa applications, statement of expenses) occurs within the context of managing missions of Fusion for Energy staff members. The purpose is to make the appropriate arrangements for missions and to process expense claims related to missions.

For the execution of financial transactions, personal data is further processed through the Accrual Based Accounting System (ABAC) and SUMMA, which are systems run 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.

For the purpose of business continuity, the name of Staff on mission and the date and location of the mission is accessible to all staff through the 'F4E Staff Whereabouts' Reports on F4E's Integrated Reporting System. This Information will be accessible to all staff for the maximum of one month from the start of the mission.

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 (in its most recent amended version) "establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it", in particular Article 10 thereof;
- Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1) laying down the Staff Regulations of Officials (hereinafter "Staff Regulations") and the Conditions of Employment of Other Servants (hereinafter "CEOS") of the European Economic Community and the European Atomic Energy Community as subsequently amended, specifically Article 71;
- Commission Decision of 18.11.2008 on the General Implementing Provisions adopting the Guide to Missions for officials and other servants of the European Commission (C(2008) 6215 final)

3. Which data is F4E processing?

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 mission management and reimbursement of costs related to missions. Personal data processed can include:

- Name and Surname
- F4E email address
- Department/Unit and personal number
- LEF and BAF
- Mission destination and details
- Declaration of conflict of interest regarding gifts or payments offered
- Hotel invoices, taxi receipts, parking receipts, telephone and/or internet bills, transport tickets (flight or boat boarding passes, train tickets if nominative, car hiring invoices) and any other proof of payment necessary for the reimbursement of any expenses in which the staff member may have incurred;.
- Leave and leave destination;
- Signature and name of the Authorising Officer;
- Name and Phone Number of the Liquidator;
- Any other personal data provided in the MIPS+ application.

4. To whom are my data disclosed?

The following recipients have access to the personal data processed:

- The hierarchical superior to whom mission requests are transmitted electronically for approval
- The travel agency contracted to work with F4E
- PMO dedicated staff, according to the Service Level Agreement concerning the collaboration of The European Joint Undertaking for ITER and the development of F4E with the Office for Administration and Payment of Individual Entitlements (PMO)
- F4E Finance Unit
- IDM Manager, if necessary for support
- The supporting ICT officers
- For all Personal Data further processed through ABAC and SUMMA:
    - All F4E staff on the financial circuit have access to the data on ABAC and SUMMA. 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.
- For personal data published in the IRS reports (as describe in Section 1), all staff have access to this data.

Also, if appropriate and necessary for monitoring or inspection tasks, access may be given to: 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?

Online data, e-mails and hard copies/supporting documents are retained for ten (10) years from the date of the closure of the mission file. Documents may be retained until the end of a possible audit or Court Proceeding if one started before the end of the above period. A longer conservation period may equally apply in order to cover periods in case of a dispute or appeal.

Data related to travel bookings is stored in the travel agency's booking system in accordance with EU data protection law.

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

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 PCSCF 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 2018/1725 may apply [See Governing Board Decision of 9 December 2019 O.J., 10.02.2020, L 37/18]. 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.

Fusion for Energy
C/ Josep Pla, nº 2,
Torres Diagonal Litoral, B3
08019 Barcelona
Spain.

9. Right of recourse

You have the right of 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.

October 2026

[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).