



## PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING Traineeships

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?**

Fusion for Energy launches, on a yearly basis, the traineeship programme with a list of specific vacancy notices aimed at young graduates.

The purpose of this procedure is to check the requirements of applications received so as to enable candidates to participate in the traineeship exercise. The aim of the programme is to promote training in the fusion field and in the ITER project, as well as to allow university graduates to provide their contribution to the work carried out by F4E.

#### **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;

[Decision of the Director of Fusion for Energy on the Traineeship scheme signed on 7 April 2015, ref. F4E\\_D\\_3234EM, DC: 2015/O/HR/061.](#)

[Amendment nr 1 to the Decision of Director of Fusion for Energy on Traineeship Scheme of 07 April 2015 \(F4E\\_D\\_25PWZL\)](#)

[Annual Decision of the Director on the specific year's traineeship programme \(setting the number of trainees and other administrative yearly issues\)](#)

- Data subject has given consent:

Consent is given by the candidates when they submit the application to the traineeship programme via the online tool. Also, consent is requested to share the candidates' name and telephone numbers for network purposes among trainees.

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

#### (a) General personal data:

At the application stage:

- Personal data (application form): surname, first name, nationality, date of birth, email, address and contact details (telephone numbers);
- Education and training details (application form): academic diploma obtained indicating the year of completion, languages spoken;
- Curriculum vitae and a motivation letter in which, in addition to the above information, they also include:
  - o Professional experience/internships if any;
  - o Any additional information related to personal data, which may be relevant for the position.

At the candidate selection stage:

- Candidate's Skype ID for the remote selection interview from a non-F4E computer

Prior to the beginning of the traineeship, candidates who have successfully passed the selection are required to provide:

- Photocopies of documents which prove the admission requirements (nationality, age, etc.);
- Traineeship agreement, stating the trainee's approval of the offer made by Fusion for Energy and including a photograph
- Financial Identification Form and Legal Entity Form – for payment of the traineeship allowance
- Documents proving that the data subject has public or private cover for sickness insurance for the entire duration of the traineeship period (in

particular form E-111 for nationals of the Member States).

At the end of the traineeship:

- Report at the end of the traineeship with the activities carried out and evaluated by the supervisor, and the HoU's signature
- Traineeship certificate including the name, date of birth, nationality, period of traineeship
- Certificate for tax declaration purposes

#### (b) Sensitive personal data (Article 10)

Processing of other personal data and/or sensitive data is not foreseen or expected. However, it is not excluded that during the skype interview such data may be disclosed. The latter are not recorded or stored.

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

The following people have access to your personal data:

- Human Resources Officer(s) responsible for the Traineeship scheme;
- Human Resources Officer(s) dealing with the recruitment of the trainee/-s;
- Process Owner: The Head of HR Unit;
- The Head of Administration Department
- F4E Director
- Another person internally may be consulted if deemed necessary by the Appointing Authority for a specified case
- The trainee's supervisor and any other person from the service where a trainee is required
- The Project Team Leader/Head of Unit in which the trainee is assigned to
- The secretary/assistant of the area where the trainee is assigned to during the selection process;
- The financial officer in charge of the payment of the monthly allowance for trainees
- Accountant(s)
- 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 given 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?

Files on successful applicants are kept for 2 years and then eliminated, except for the personal data processed for the following purposes:

- Successful candidates' personal data needed to re-issue the training certificate are kept for 35 years and then they are eliminated:
  - o Name of trainee, duration of traineeship;
  - o Date of traineeship, department and service

The processing of the successful candidates' personal data related to financial procedures is covered by the [record on Contract Implementation \(F4E\\_D\\_2GBTAX\)](#)

- Files on non-successful applicants are kept for 2 years and then they are eliminated.

Fusion for Energy may continue to store Personal Data for a longer period, as may be necessary for internal auditing and for the establishment, exercise or defense of legal claims until such claims are finally resolved.

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

F4E does not intend to transfer 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](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.](#)