

**REGISTER NUMBER: 842**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 13/03/2012

Case number: 2012-0246

Institution: Fusion for Energy

Legal basis: article 27-5 of the regulation CE 45/2001<sup>(1)</sup>

*(1) OJ L 8, 12.01.2001*

**INFORMATION TO BE GIVEN<sup>(2)</sup>**

*(2) Please attach all necessary backup documents*

**1/ Name and address of the controller**

Mr Hans Jahreiss – Head of Administration Department  
c/ Josep Pla, nº 2,  
Torres Diagonal Litoral,  
Edificio B3,  
08019 Barcelona

**2/ Organisational parts of the institution or body entrusted with the processing of personal data**

Administration Department

**3/ Name of the processing**

Selection procedure for the Fusion for Energy studentships scheme and management of the scheme

**4/ Purpose or purposes of the processing**

To enable trainees to participate in a studentship scheme at Fusion for Energy with the aim of providing work experience to students and promoting awareness, knowledge and understanding of Fusion for Energy and its role in the ITER project

**5/ Description of the category or categories of data subjects**

Person who sends his/her application following the publication of the call for expression of interest for the Fusion for Energy studentship scheme.

**6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)**

At the application stage:

- Online application form (surname, first name, nationality, address and contact details, fields of expertise, year of diploma, languages spoken);
- CV containing identification details (surname, first name, title, date of birth), contact information (address, phone number, email address), eligibility information (nationality, educational history, professional experience);
- Motivation letter containing information mentioned above in more detail.

If candidates are selected:

Prior to taking up duties, candidates who have successfully passed the selection will be required to provide:

- Photocopies of documents which prove the admission requirements (nationality, age, etc.);
- Acceptance form, stating the student's approval of the offer made by Fusion for Energy and including a photograph – this document is only seen by Human Resources Officers responsible for the studentship scheme;
- Financial Identification Form and Legal Entity Form – for payment of the studentship allowances;
- Documents which show that the data subject has public or private cover for sickness insurance for the entire  
During studentship:
- Information in the documents submitted for reimbursement of travel expenses (train or plane tickets, boarding);
- Information provided in a request for a leave (authorised absence) or for an interruption of the studentship;
- Medical certificate (in case of absence due to illness/accident exceeding three days), which indicates a period  
(After studentship:
- Studentship evaluation by student and his/her Student Advisor detailing the nature of work undertaken and co

**7/ Information to be given to data subjects**

Data subjects are provided with a privacy notice specific to the procedure for studentships which is published on the Fusion for Energy public website. This document contains information on all fields required by Articles 11 and 12 of the Regulation 45/2001.

The decision of Fusion for Energy's director on studentships, which is published on the website along with the call for expression of interest, specifies that the keeping of files is done in line with the Regulation (EC) 45/2001.

**8/ Procedures to grant rights of data subjects (rights of access, to rectify, to block, to erase, to object)**

A specific privacy notice is made available to applicants on F4E website. Data subjects have the right of access to their personal data and the right to rectify any such data that is inaccurate or incomplete. Data subjects have the right to send updated applications or to rectify any incorrect information provided on the application form, by contacting the studentships email address: [studentships@f4e.europa.eu](mailto:studentships@f4e.europa.eu). After the closing date for applications, this right will be limited to the rectification of identification details and contact information only. Data subject may however withdraw his/her application at any stage of the selection process by contacting Fusion for Energy at the above email address. Should the data subject have any queries, s/he shall address them in writing to the Data Controller at the following address: [Resources-Controller@f4e.europa.eu](mailto:Resources-Controller@f4e.europa.eu) or to the Data Protection Officer at: [DataProtectionOfficer@f4e.europa.eu](mailto:DataProtectionOfficer@f4e.europa.eu). All data subjects have also right of recourse at any time to the European Data Protection Supervisor: [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu).

#### **9/ Automated / Manual processing operation**

- Automated: data subjects complete an on-line application form and upload their CV and motivation letter on a special page of the F4E website.  
- Manual: CVs and motivation letters are retrieved manually. Supporting documents (proof of admissibility requirements being met), requests for a leave / interruption of a studentship and Supporting documents, medical certificates and other documents submitted in the course of studentship are submitted and stored in a paper version.

#### **10/ Storage media of data**

Paper files with selected and non-selected applications are kept in the secured Human Resources archives room except for medical certificates which are kept in a filing cabinet managed by a dedicated HR officer responsible for absence management  
Electronic storage – files are stored in an electronic database on F4E shared drives.

#### **11/ Legal basis and lawfulness of the processing operation**

Legal basis:

Article 3(4) of the Statutes annexed to the 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;

Decision of the Director of Fusion for Energy of 14 April 2009 on the acceptance of summer students (F4E/2009/RES/5998)

Lawfulness of the processing operation:

- Processing operation 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 in the legitimate exercise of official authority vested in F4E or in a third party to whom the data are disclosed (Regulation (EC) 45/2001, Article 5 (a));

- Processing operation for which the data subject has unambiguously given his/her consent (Regulation (EC) 45/2001, Article 5 (d)).

## **12/ The recipients or categories of recipient to whom the data might be disclosed**

Information provided by the candidates for the selection procedure will be disclosed to the following:

- Human Resources Officers in charge of the management of the studentship scheme
- Head of Administration Department
- Secretary to the Head of Administration Department
- Head of Department (relevant for the studentship in question)
- Secretary to a Head of Department
- Person in a Department responsible for the selection of students
- Student's Advisor
- Fusion for Energy Director
- Assistant and secretary to Fusion for Energy Director
- Finance officers (data relevant for payment of allowances / reimbursement of expenses only)
- HR officer responsible for absence management (medical certificates - HR officer will process the health-related data in full compliance with the principles of medical confidentiality. In addition, the dedicated HR officers will have signed a specific declaration of confidentiality)
- IT officers (access to the computer-based database for technical reasons)

Also, if appropriate, access may be given to:

- Internal Auditor and the Court of Auditors (for audit purposes)
- Legal Advisor of F4E: in case of a dispute
- OLAF (upon justified request)
- Court of Justice of the European Union (upon justified request)
- European Ombudsman (upon justified request)

## **13/ Retention policy of (categories of) personal data**

Non-successful applicants: all data shall be stored for twoyear following the starting date of the relevant summer studentship to which an application relates.

Successful applicants: all data shall be deleted after two years following the completion of the studentship, except for:

- data necessary to re-issue the certificate of participation (name of student, duration of traineeship, date of traineeship, department, name of supervisor, nature of work) which are kept for up to thirty five years after the end of the studentship, and
  - data concerning financial information needed by Fusion for Energy for discharging the budget, which are kept for up to five years after the discharging of the studentship budget, and
- In addition, any originals of supporting documents provided by successful candidates are returned as soon as the studentship has been completed, and in the case of non-successful candidates as soon as the relevant summer studentship period ends.

**13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) (Please, specify the time limits for every category, if applicable)**

For blocking:

- immediately, when the data subject contests the accuracy of his/her data - the relevant data are blocked for a period necessary for verifying the accuracy and completeness of the data, or
- when data subject requires data be blocked because he/she considers the processing unlawful or when he/she considers that data are no longer needed by F4E for the accomplishment of its tasks but have to be blocked for purpose of proof - as soon as possible and in any case not later than within 15 working days from the day the data subject's request reached F4E.

For erasure:

- data should be erased as soon as possible and in any case not later than within 15 working days from the day the data subject's request for erasure reached F4E.

**14/ Historical, statistical or scientific purposes**

*If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification,*

n/a

**15/ Proposed transfers of data to third countries or international organisations**

no

**16/ The processing operation presents specific risk which justifies prior checking (please describe):**

AS FORESEEN IN:

Article 27.2.(a)

Processing of data relating to health and to suspected offences, offences, criminal convictions or security

n/a

**Article 27.2.(b)**

**Processing operations intended to evaluate personal aspects relating to the data subject,**

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

n/a

Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

n/a

Other (general concept in Article 27.1)

n/a

**17/ Comments**

**PLACE AND DATE:** Barcelona,

**DATA PROTECTION OFFICER:** Radoslav Hanak

**INSTITUTION OR BODY:** The European Joint Undertaking for ITER and the Development of Fusion Energy (Fusion for Energy)

*To be filled out in the EDPS' office*