

EMPLOYEE PRIVACY NOTICE

1. Legal Grounds for Processing

By executing [Labour Agreement], [Name of the Company], hereinafter referred to as the Company, will process the personal data of its employees in order to provide the services and to fulfill its legal and contractual obligations, in its capacity as employer in order to take steps at the request of the data subject prior to entering into a labour contract.

Personal data may also be used based on the legitimate interests pursued by the Company or by a third party (such as Company affiliates), except where such interests are overridden by the interests of the data subject.

2. Purposes of Processing

Purposes of processing personal data include:

Human resources and personnel management. This purpose includes human resource management activities in order to carry out the performance of an employment contract, and includes recruitment, selection of candidates, onboarding and onboarding time, performance, compensation and benefits, and training.

Compliance with local and EU Member State Law. This purpose refers to the processing of personal data as necessary to fulfil a legal obligation to which the Company is subject. Its purpose is to ensure compliance with the law by the company, including but not limited to the processing of data used for the disclosure of personal data to government authorities and regulatory authorities, including tax and labor authorities, in order to comply.

Business process execution and internal management. This purpose addresses activities such as travel and expenses, managing company assets, IT services, information security, conducting internal audits and investigations, legal and business consulting, and compliance with regulatory requirements.

3. Transfers to Third Parties

While processing employee personal data for the purposes indicated above, the Company may use the services of third parties such as [Data Processor]. Thus, the third parties may process or have access to employee personal data.

When using the services of third parties, the Company will ensure that the third parties will provide suitable technical and organizational measures to protect the personal data as required by the applicable law.

Commented [EU GDPR1]: Insert the title of the main agreement between the company and the employees – if it is not called “Labour Agreement” then write some other title.

Commented [EU GDPR2]: Insert your company name here.

Commented [EU GDPR3]: Please fill in with the suppliers that process employee personal data as a part of HR processes (payroll, employee surveys, etc.)

[organization name]

4. Cross-Border Data Transfers

The Company's business processes increasingly go beyond the borders of one country. This
[redacted]

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based on standard data protection clauses adopted by the European Commission (hereinafter referred to as "Data Transfer Agreements") as well as other suitable safeguards recognized by the
[redacted]

Commented [EU GDPR5]: Please fill in with the third
[redacted]

Commented [EU GDPR6]:
[redacted]

5. Retention

The Employee's Personal data will be stored for no longer than necessary considering the purposes
[redacted]

Commented [EU GDPR7]: Please check your local law. Most likely a retention period for employee data will be available.

6. Employees' Rights

The Employee is entitled to receive information from the Company regarding the Company's
[redacted]

The Employee has the right to request rectification and/or erasure of personal data or restriction of
[redacted]
portability.

To exercise their rights, the Employee can contact: HR Department.

[redacted]

Commented [EU GDPR8]: Please provide a link to the competent Supervisory Authority website or its address.

Commented [EU GDPR9]: If you have an appointed Data
[redacted]

Commented [EU GDPR10]: Please provide an email address or
[redacted]