

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 such as recruitment, performance of an employment contract, and activities of training, development of employees, controlling and monitoring 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 certain cases.

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 financial controlling, and controlling the company's financial results.

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 any third party, the Company will ensure that the third party 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.)

