

EMPLOYEE PRIVACY NOTICE

1. Legal Grounds for Processing

By executing [Labour Agreement], [Name of the Company], hereinafter referred to as the

Company, and based on the legal basis provided in the [Labour Agreement], [Name of the Company] hereby informs the employees of the Company of the processing of their personal data for the purposes indicated below, and requests the employees to sign the [Labour Agreement] in order to enter 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

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, selection, performance evaluation, compensation, and benefits, and training, and includes the processing of personal data for the purposes of recruitment, selection, performance evaluation, 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 the processing of personal data for the purposes of compliance with the law by the Company, including the processing of personal data for the purposes of compliance with the law by the Company.

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 management, and includes the processing of personal data for the purposes of business process execution and internal management.

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 [Name of the third party], for the purposes of processing employee personal data.

When using the services of third parties, the Company will ensure that the third party implements

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

means that the Company's business processes may involve the transfer of personal data to other countries. The Company, for the purpose of processing and use of information within the Company, may transfer personal data to other countries. In addition, the Company may transfer personal data to other countries for the purpose of processing and use of information within the Company.

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

relevant data protection authorities. The employee may request a copy of the Data Transfer Agreements or information on the other applicable safeguards.

5. Retention

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

of the processing activities. The retention will not exceed [number of years] years.

6. Employees' Rights

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

processing of the personal information concerning the Employee.

The Employee has the right to request rectification and/or erasure of personal data or restriction of

processing concerning the data subject, or to object to processing as well as the right to data portability.

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

Employee has the right to lodge a complaint with a Supervisory Authority. [Link to the website of the competent Supervisory Authority] and the HR Department at [address].

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Commented [EU GDPR6]:

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

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

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