**PRIVACY NOTICE (FOR EMPLOYEES)[[1]](#footnote-1)**

[Company name] (hereinafter also “we”) places a high value on the privacy of its employees (incl. job applicants) (hereinafter “you”). The [company name] Privacy Policy describes how we process the personal data of different physical persons, including your personal data. The Privacy Policy, among other documents records our principles for collecting, using, forwarding, publicising and processing your data for other means, as well as the security measures used with regard to your personal data and that of other physical persons.

Please familiarise yourself with the conditions in our Privacy Policy, which you will find in our extranet: [add reference, link] [its copy has been forwarded to you].

**What type or personal data do we process?**

The personal data we process consists of your personal information such as your name and identity code, contact details such as your phone number, as well as other necessary data if: a) the data is required for your work relationship; b) the applicable legislation permits or requires the data collection; or c) it is necessary for our business activities.

**Why do we process your personal data?**

We use your personal data for many reasons, as are foreseen in the Privacy Policy, including among others:

* Fulfilling our legal requirements and demands, such as the preservation and reporting of documents, as well as fulfilling our contractual obligations and/or health obligations;
* General business aims, for example, payroll-related activities, organisation of business travel and/or the development of products and services;
* To ease communications between you and your named contact persons in the case of emergencies, as well as for the protection of the health of our employees and other persons.

**On what legal basis do we process your data?**

We mostly rely on the following legal basis for the processing of personal data in our work relationships:

* The need to create a contractual relationship or to fulfil the contractual obligations.
* The need to fulfil our legally required obligations (e.g. signing work contracts and their preservation for a period of 10 years).
* The need to carry out our legitimate interests, including the management of the company and the general realisation of its business activities, as well as the discovery of unlawful activities and fraud.
* Other legally permitted bases.

During our work relationships, we do not usually rely on the employee’s agreement for the processing of personal data. *You should know that* if there is a need for your agreement *you will always have the right to revoke your agreement at any time.*

There may be certain exceptional cases where the basis for the processing of the personal data may be the need to protect the vital interests of yourself or other persons (e.g. releasing your data to ambulance workers in the case of an accident).

**The security of your personal data**

We have, to the extent reasonably possible, established the appropriate legal, organisational, physical and technical measures for the protection of your personal data. We will sign an additional data processing agreement when the company uses external service providers that obligates the service provider to: a) use appropriate measures for the protection of confidentiality and security of the personal data; and ii) to process the personal data according to the appropriate legislation.

**Publication and forwarding of personal data**

Company employees will have access to your work-related contact data, e.g. your name, position, telephone number and e-mail address. However, access to other contact data and its processing, in addition to the abovementioned work-related contact data, is only permitted by those persons requiring the data (on a so-called *need-to-know basis*) for the purpose of fulfilling their job duties. Such persons may include your direct supervisor and other persons specified by him, as well as the employees of the [Personnel, IT, Accounting, Finance and Internal Audit] Departments.

We may occasionally make your data accessible to other units within our group and to other parties e.g. legal protection and regulating authorities, external professional advisors (e.g. lawyers, auditors, etc.) and service providers (e.g. payroll, insurance, personnel services, IT system and support providers, as well as other parties that assist us in our business activities).

We may occasionally share your data with third parties in the framework of our corporate transactions – for example, when the company or a part thereof is sold to another company. Similarly, we may share your data during a company reorganisation, joint company creation, a merger or through other means that result in the relocation of company assets or shares.

We will ensure the protection of your data, in a case where we share your data with the abovementioned persons, through establishing a data processing agreement that we will sign with such persons.

[We do not store or forward your data outside the European Economic Area or to countries to which the Directive 95/46/EC Article 25(6) does not apply, or if a decision concerning sufficient protection has not been made based on the directive’s subsequent document, which is the General Data Protection Regulation (EU) 2016/679 Article 45(1)]

**Your rights**

You have certain rights concerning your personal data processing by us, including among others:

*Right to data access* – you have the right to know what data concerning yourself is being stored, and how that data is processed.

*Right to data rectification –* you have the right to demand corrections to your personal data, in cases where it is inaccurate.

*Right to data erasure –* you have the right, under certain conditions, to request that we erase your personal data (e.g. if we no longer need the data, if you revoke the agreement giving us the right to process the data, etc.).

*Right to restrict data processing* – you have the right, under certain circumstances, to forbid or restrict the processing of your personal data for a certain period (e.g. if you have submitted an objection concerning the data processing).

*Right to present objections* – you have the right to present objections concerning the processing of your personal data, considering the concrete situation, if the data processing is taking place according to our legitimate interests or the interests of the general public.

*Automatic decision-making (incl. profile analysis)* – you may demand that a decision is not made based solely on automatic processing, if we have informed you that we use decision-making (incl. a profile analysis) based on automatic processing which has resulted in legal consequences concerning yourself.

Please note that, based on specific work relationships and the applicable legislation, these rights may not be valid for certain data or for certain data processing methods.

Please apply to our Personnel Department if you want to exercise any of the abovementioned rights – the department will guide you during the process.

**Your obligations**

Your duty is to keep your personal data current, by informing us of important changes to your personal data.

You also have the obligation, as an employee, to protect the personal data of other people by following all the applicable legislation and/or company internal policies, norms and procedures, as well as by taking into consideration their occasional changes. You will have access to and the right to use personal data precisely and only to the extent required for the fulfilment of your job duties.

Your obligation to keep the personal data of other people confidential shall remain in force after your work relationship with us has been terminated.

**Notice**

Please sign and return the **attached** notice, which confirms that you have read the Privacy Policy and the conditions concerning the abovementioned personal data processing, and confirming that you know your related rights and obligations.

APPENDIX

**Personal Data Protection Notice**

I, [first and last name], confirm that I have **read and understood** the conditions concerning personal data in the Privacy Notice. I also have **read and understood** the company’s Privacy Policy.

I understand that the company will process my personal data if: a) it is necessary for the company’s business activities; b) the applicable legislation permits or requires it to do so; or c) it is necessary because of our work relationship.

I further understand that it is my duty to ensure the correctness of my data and that I have the right to:

* Access my personal data, request changes to it, restrict its processing, and under certain conditions to demand its erasure or present claims against its use;
* Request information concerning the basis according to which my personal data is processed; and/or
* In cases where the processing of my personal data is based on my permission, it is my choice to revoke the agreement.

In addition, I hereby agree to follow the processing of other people’s personal data during the work relationship according to the company’s Privacy Policy (incl. any of its later versions).

Signed: ............................................ Date: ..........................................

1. Explanation to the company: The points indicated in the Privacy Notice may be added to a work contract in the case of new company employees. [↑](#footnote-ref-1)