**EMPLOYEE PRIVACY NOTICE**

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# Legal grounds for processing

By executing [Labour agreement], [company name], hereinafter referred to as the “Company,” shall have the right to process personal data, including the employee’s personal identification number, provided to the Company by the employee or some other party, to enable the Company to fulfil its legal and contractual obligations in its capacity as employer or 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 or fundamental rights and freedoms of the data subject which require protection of personal data.

# Purposes of processing

Purposes of processing personal data include:

Human resources and personnel management. This purpose includes human resource management activities carried out as part of recruitment or the performance of an employment contract, and includes on boarding, termination of employment, scheduling and recording 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 prevention of crimes and the disclosure of personal data to government institutions and Supervisory Authorities, including tax and labour authorities, in relation thereto.

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 or business consulting, and preparing for or engaging in dispute resolution.

# Transfers to third parties

While processing employee personal data for the purposes indicated above, the Company may use the services of…

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