



## REGULATIONS ON THE TALENT POOL OF KPMG IN KYRGYZSTAN\*

Version 01

\* KPMG in Kyrgyzstan means KPMG Bishkek LLC

Bishkek

2020



## 1. TERMS AND DEFINITIONS

**External talent pool** - potential candidates for KPMG existing vacancies, as well as candidates for potential future vacancies who are not KPMG employees.

**Internal talent pool** - potential candidates for existing and future KPMG vacancies from among KPMG employees.

**Information** means any information (messages, data) irrespective of the form the information was provided.

**Talent pool** - external talent pool and internal talent pool.

**Candidate, Applicant** means a person (personal data subject) added to the talent pool (internal or external).

**KPMG/KPMG in Kyrgyzstan** means KPMG Bishkek LLC. Each of the above companies is separately a Holder of personal data files, i.e. the entity that is empowered to determine the purposes, categories of personal data, and to control collection, storage, processing and use of personal data in accordance with the legislation of the Kyrgyz Republic.

**Processing of personal data** means any operation or series of operations with personal data made by the holder (owner) or on its behalf with or without automation means, including collection, recording, storage, revisions, grouping, blocking, deletion, and destruction of personal data;

**Personal data** (hereinafter PD) means any information related to a specific individual, identified with a specific individual or identifiable with a specific individual, enabling to identify this individual directly or indirectly by reference to one or more factors specific to that individual's biological, economic, cultural, civil or social identity. Personal data includes biographical and identification data, personal attributes, data on marital status, financial position, state of health and other.

## 2. GENERAL PROVISIONS

2.1. These Regulations determine the procedure for creating an internal and external talent pool of KPMG to fill vacancies, improve activities of KPMG in Kyrgyzstan in recruitment, create conditions for professional development of the talent pool resources.

2.2. Processing of PD of Candidates included into the talent pool is made in accordance with the requirements of the legislation of the Kyrgyz Republic, as well as these Regulations (Regulations on the Talent Pool).

2.3. Processing of PD of Candidates added to the talent pool is performed in accordance with the following purposes:

- Consideration of Candidates for existing and future vacancies at KPMG;
- Informing the candidates of existing vacancies and events.

2.4. Candidate included in the talent pool may request KPMG to remove him/her from the talent pool (see section 5 of the Procedures for removing Candidates from the talent pool) and/or unsubscribe from KPMG newsletters.



### 3. PROCEDURES FOR WORKING WITH THE TALENT POOL

3.1. Search for Candidates to be included into the talent pool is performed and coordinated by People Department.

3.2. External talent pool is built from the following sources:

- 1) Candidates considered for KPMG existing vacancies but not employed by KPMG;
- 2) Applicants whose CVs were received by People Department from external sources (under services agreements with recruitment agencies, in the course of career events, etc.).
- 3) KPMG former employees.

3.3. Internal talent pool is built from KPMG current employees.

3.4. In all above cases Candidate submits his/her consent for PD processing to KPMG, inter alia, to be considered for subsequent employment and have his/her PD added to the talent pool.

3.5. A talent pool is built without specific indication of job positions, based on a Candidate's relevant consent for PD processing to be included into talent pool.

3.6. Principles of creating a talent pool:

- 1) assessment of professional and personal competencies and results of professional activities of Candidates for inclusion into the talent pool is based on the assessment of their CVs;
- 2) inclusion into the talent pool is made in accordance with Candidates' personal abilities, the level of professional training, the results of professional activity based on equal approach to Candidates.

3.7. Main stages of building a talent pool:

- 1) search for Candidates for potential job positions;
- 2) assessment and analysis of the Candidates' professional skills, selecting the most relevant job positions;
- 3) update and adjustment of the talent pool list.

3.8. The talent pool is based on the relevant selections with due account of forecast current and potential need for personnel at KPMG.

3.9. CVs of Candidates and other information provided by the Candidates concerning his or her qualification or contact details is kept in KPMG internal electronic recruitment systems.

3.10. PD of Candidates and Applicants in the talent pool is stored for 10 (ten) years.

3.11. PD of the Candidates and Applicants shall be destroyed in the following cases:

- expiry of the period for PD storage;
- termination of the labour law relations between the Candidate/Applicant and KPMG;
- when the Candidate/Applicant revokes his/her consent for PD collection and processing;
- when KPMG takes a unilateral decision to exclude the Applicant from the talent pool;





- in other cases established by the regulatory legal acts of the Kyrgyz Republic.

#### **4. CONDITIONS OF WORKING WITH THE TALENT POOL**

4.1. Work with KPMG talent pool is based on the principles of compliance with the legislation of the Kyrgyz Republic, taking into account current and future needs for filling existing vacancies, creating conditions for professional growth, comprehensive and objective assessment of professional and personal skills of Applicants added to talent pool.

4.2. When added to the talent pool, Applicant will receive information about any KPMG vacancies available. The receipt of relevant information starts on the moment the Applicant is added to the talent pool provided Applicant has given his/her consent for the subscription.

4.3. Information about Applicants included in the talent pool is confidential. KPMG employees with access to this information must ensure its safety.

4.4. Information about open vacancies is sent by KPMG to email indicated in the CV of Applicant or at the moment of employment with KPMG (if the Candidate from the talent pool is a KPMG current or former employee) and subject to Applicant's consent for receiving such emails.

4.5. Adding Applicant to the talent pool will not result in employing Applicant to fill the open vacancy and/or signing an employment agreement.

4.6. KPMG People Department employees may use Applicant's contact details when making job offer to open vacancies, as well as contact Applicant for interview purposes and update the CV information.

4.7. Director of KPMG People Department is responsible for organisation, coordination and control over creating and using the talent pool.

#### **5. REMOVING CANDIDATE FROM THE TALENT POOL**

5.1. Candidate has the right at any time to demand to be removed from the KPMG talent pool, after which the processing of his/her PD should be stopped at his/her request, if KPMG has no other legal grounds for their processing.