



Data Protection Notice

Employee, employee's family member and employee's close person

Dear Data Subject,

We would like to inform you how and for what purpose we process your personal data and we want to point out your rights in the personal data protection area.

With any questions or with exercising of your rights in personal data protection area please contact directly our Data Protection Officer through contacts listed below.

Our goal is to protect privacy, confident information and personal data entrusted to us with as much effort as possible. According to this commitment we are committed to ensure appropriate security and use of personal data.

For more details about conditions of data processing refer to following sections of this document.

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Who is the Controller?

Under relevant data protection legislation, following companies, acting as a joint controller, are Controllers of personal data:

- **KPMG Slovensko Advisory, k.s.**, with its registered seat: Dvořákovo nábrežie 10, 811 02 Bratislava, Business Identification No.: 31 403 417, registered with the Commercial Register of District Court Bratislava I, Section: Sr, Insert No.: 272/B,
- **KPMG Slovensko spol. s r.o.**, with its registered seat: Dvořákovo nábrežie 10, 811 02 Bratislava, Business Identification No.: 31 348 238, registered with the Commercial Register of District Court Bratislava I, Section: Sro, Insert No.: 4864/B,
- **KPMG Legal s.r.o.**, with its registered seat: Dvořákovo nábrežie 10, 811 02 Bratislava, Business Identification No.: 47 238 623, registered with the Commercial Register of District Court Bratislava I, Section: Sro, Insert No.: 81210/B,
- **KPMG Valuation s. r. o.**, with its registered seat: Dvořákovo nábrežie 10, 811 02 Bratislava, Business Identification No.: 44 744 820, registered with the Commercial Register of District Court Bratislava I, Section: Sro, Insert No.: 58279/B,

(hereinafter “**KPMG member firms**”).

You can contact us any time at following contacts:

KPMG

Dvořákovo nábrežie 10

811 02 Bratislava

tel: +421 2 59984 111

kpmg@kpmg.sk; <https://home.kpmg.com/sk/sk/home.html>

How can I contact the Data Protection Officer?

You can contact Data Protection Officer with any question related to processing of personal data by the Controller or to exercising of your rights as Data Subject at the following email address privacy@kpmg.sk. You can report to Data Protection Officer any data breach and any suspicion of violation of rights in the data protection area

Who might be a data subject?

Data subjects, whose personal data we are processing under this Data Protection Notice are current and in case of HR and payroll agenda former employees of KPMG member firms, statutory representatives (current and former) of KPMG member firms, their family members and close persons.

What is the purpose and legal basis of processing of your personal data, what is the retention period; how we collect your personal data; what is the consequence in case of not providing the personal data; who is the recipient of personal data?

The information listed below is broken down by the categories of persons concerned, or by the type of the processing activity.



Payroll and personal agenda

- Your personal data are processed for the **purpose**:
 - fulfilment of the employer's obligations related to the employment relationships, to the relationships on the basis of agreements on work performed outside the employment relationship and including pre-contractual relations of employees;
 - settlement of wages and all related transactions;
 - assessing the required level of reliability and integrity of the employee before his/her onboarding in the context of the nature of the work to be performed;
- The **legal basis** of the listed processing activities is the fulfilment of statutory obligations of KPMG member firms, contractual obligations and legitimate interest of the KPMG member firms on the requires level of reliability and integrity of the employee.
- Personal data are **collected directly from you** during the employment, e.g. during personal meetings, telephone call, email or other means of electronic communication.
- **Retention period** of your personal data is set out by relevant legislation (in particular the Act on Archives and Registers and the Act on Accounting) and our Registry plan. We will not store your data longer than necessary.
- Providing personal data to KPMG member firms for listed purposes is a contractual or statutory requirement. The data subject is in general **obliged to provide** the personal data to the controller. The possible **consequence of their non-disclosure** is the breach of statutory obligations by KPMG member firms, or KPMG's inability to proper fulfilment of a contract and with that associated consequences.
- KPMG authorized the following Processors to process the personal data for this purpose:
 - Ing. Bc. Karolina Jastrabíková SERVIS PO A BOZP, registered seat: Ľ. Fullu 24, 841 05 Bratislava – Karlova Ves, Slovak republic,
 - cut-e slovakia s. r. o., registered seat: Astrová 2/A, 821 01 Bratislava, Slovak republic,
 - F.M. Servis s.r.o., registered seat: Pod Rovnicami 65, 841 04 Bratislava, Slovak republic,
 - Suppliers of IT systems.
- Provided that this is necessary, KPMG Slovakia may **provide** your personal data in proportional extent to the following **recipients**:
 - companies owned or controlled or owned by any KPMG member firms or affiliated to KPMG International;
 - contractors of KPMG member firms providing educational activities for employees;
 - professional chambers;
 - companies providing services to KPMG member firms in relation of exercising tasks of their employees (e.g. transport of employees, renting cars, accommodation of employees during their business trips, travel insurance and indemnity insurance);



- competent public authorities (e.g. tax office, social security administration, health insurance companies, National Labour Inspectorate);
- supplementary pension savings bank, bailiff, foreigners police department, National Labour Inspectorate;
- law enforcement authorities;
- competent courts.

Benefits

- We process your personal data for the **purpose** of providing benefits to KPMG member firms employees, their family members and close persons;
- The **legal basis** of this processing activity is the legitimate interest of KPMG member firms to motivate employees, building their loyalty to the company and improvement of remuneration for the achieved results.
- Personal data are **collected directly from you** as an employee of KPMG during the employment, e.g. during meetings, telephone calls, emails or other means of electronic communication, or from your family members or close person who is an employee of KPMG member firm.
- The **retention period** of your personal data is set out by relevant legislation (mainly Act on archives and Registries) and ours internal policies. Your personal data will not be stored longer than it is necessary. Retention period to achieve set out purpose of processing is 5 years.
- The data subject **is not obliged to provide** the personal data to the controller. As a **result of their non-disclosure**, it may not be possible for the Data Subject to obtain benefits.
- Provided that this is necessary, KPMG Slovakia may **provide** your personal data in proportional extent to the following **recipients** - contractors of KPMG member firms KPMG providing selected benefits to employees.

Whistleblowing

- We process your personal data for the **purpose** of fulfilment of our statutory obligations of the controller related to whistleblowing.
- The **legal basis** of this processing activity is the fulfilment of statutory obligations of KPMG member firms according Act No. 54/2019 on Protection of Whistleblowers and on Amendments to certain Acts.
- Personal data are **collected directly from you (from your submission) or from a third party** (from her/his submission).
- The **retention period** of your personal data is subject to statutory periods (mainly Act No. 54/2019 Coll. and Act no. 431/2002 Coll. on archives and registries) and to our Registry Plan. Your personal data will not be stored longer than it is necessary.



- The data subject is in **general obliged to provide** the personal data to the controller, their disclosure is a statutory requirement. The possible **consequence of their non-disclosure** is a breach of statutory obligations by the controller and with that related consequences.
- Provided that this is necessary, KPMG member firms may **provide** your personal data in proportional extent to the following **recipients**:
 - National Labour Inspectorate, law enforcement authorities;
 - competent courts.

Insider trading

- Your personal data are processed for the **purpose** of fulfilment of statutory obligations of the controller related to measures to prevent insider trading with the aim to ensure integrity of financial markets in the EU.
- **Legal basis** of this processing activity is fulfilling of statutory obligations of KPMG member firms according Regulation (EU) No 596/2014 of the European parliament and of the Council of 16 April 2014 on market abuse (market abuse regulation MAR) and repealing Directive 2003/6/EC of the European Parliament and of the Council and Commission Directives 2003/124/EC, 2003/125/EC and 2004/72/EC
- Personal data are **collected directly from** you during your employment.
- **Retention period** of your personal is set out according to relevant legislation (mainly the above mentioned MAR regulation and the act on archives and registries) and our registry plan. Your personal data will not be stored longer than it is necessary. Retention period of your personal data for this purpose is 5 years.
- Data subject **is obliged to provide** personal data to controller, their disclosure is a statutory obligation. a breach of statutory obligations by the controller and with that related consequences.
- Provided that this is necessary, KPMG member firms may **provide** your personal data in proportional extent to the following **recipients**:
 - Clients which are eminent of securities according above mentioned MAR regulation and whose confidential information were disclosed to you as a member team providing services to the respective client;
 - Public bodies competent to act according to the above mentioned MAR regulation (e.g. National Bank of Slovakia), law enforcement authorities;
 - Competent courts.

Internal communication and internal events

- Your personal data are processed for the **purpose** of internal communication and organizing internal events of KPMG member firms.



- The **legal basis** of this processing activity is the legitimate interest of KPMG member firms to develop company's culture, support internal communication and organizing internal events of KPMG member firms.
- Personal data **are collected directly from you** during your employment, e.g. during meetings, from telephone call, emails or other means of electronic communication or when you attend internal events.
- The **retention period** of your personal data is set out by relevant legislation (mainly Act No. 307/2014 Coll. on archives and registries) and our Registry Plan. Your personal data will not be stored longer than it is necessary. Retention period to achieve set out purpose is 50 years.
- The Data Subject **is not obliged to provide** the personal data to the Collector. As a **result of their non-disclosure**, personal data of the Data Subject will not be subject of internal communication.
- The Controller does not provide personal data to any other recipients.

CCTV system

- In some cases, we may also process your personal information in order to protect the rights and interests of the controller or a third party, the property, financial or other interests of KPMG Slovakia through our **camera system**.
- More detailed information on this processing activity you can be found on [privacy page \(visitors\)](#);

Executive body

- Your personal data are processed for the **purpose** of fulfilment of statutory obligations of KMG member firms (e.g. listing of persons authorized to act on behalf of KPMG member firms in the relevant public and non-public registers, notification of changes to the relevant registries, registration of relevant part of executive body as ultimate beneficial owners of KPMG member firms).
- More detailed information on this processing activity can be found on [privacy page \(statutory body/procurist\)](#);

Protection of the rights and interests of the Controller or a third party

- We also process your personal data for the **purpose** of protecting rights and interests of KPMG member firms or a third party;
- **Legal basis** of these processing activities is our legitimate interest, under the condition that your rights do not prevail over our legitimate interest.
- **We collect personal data:**
 - **Directly from you**, e.g. from your business card, communication or negotiation, from personal data in contract or other documents provided or sent to us via email or other electronic means of communication or during clients negotiation with us prior to contract;



- From **public or private databases**, mainly from business or trade register;
 - **From third parties**, in business, employment or similar relationship with you.
- In general we keep your personal data for period set out by relevant legislation (mainly Act No. 395/2002 Coll. on archives and registries on amendments of certain acts) and by our Registry Plan, or for the duration of our legitimate interest. The retention period of your personal data to achieve the above listed purpose is in general defined by the limitation period, when we can exercise our rights or in case of commencement of judicial or other proceedings, by the duration of such proceedings and by the time to file exceptional correction measures and by the durations of such proceedings. Your personal data will not be stored longer than it is necessary.
- Personal data which is processed for the purpose of protecting rights and interests of KPMG member firms or a third party, is originally acquired by the controller for various purposes (e.g. performing tasks within the scope of personal and wage agenda, providing advisory services to clients). Information on whether the provision of personal data is a legal or contractual requirement or a requirement that is required to conclude a contract, whether the data subject is required to provide personal data, and the possible consequences if refused to provide such data are therefore described, in more detail, in the corresponding information on the processing of personal data which can be found on the KPMG web site at <https://home.kpmg/sk/sk/home/misc/privacy.html>
- Provided that this is necessary to fulfilment of statutory obligations of the Controller, KPMG member firms may provide your personal data in proportional extent to following recipients:
- lawyers/legal representatives;
 - insurance companies (more detailed information on this processing activity you can be found on [this link](#);
 - relevant Public authorities (e.g. Tax office, social security authorities);
 - law enforcement authorities;
 - competent court.

Exit interviews

- Your personal data are processed for the **purpose** of conducting exit interviews.
- The **Legal basis** for our processing activities is consent given by you as a Data Subject.
- Personal data **are collected directly from you** during the performance of exit interview, if you agree with its performance.
- We keep Data Subject's personal data **for the duration of given consent**, but no longer than necessary to achieve the above-mentioned purpose of data processing.
- The Data Subject **is not obliged to provide** the personal data to the Controller. As a **result of their non-disclosure**, the exit interview will be not performed.
- The Controller **does not provide** personal data to any other recipients.



Registries

- We also process your personal data for the **purpose** of managing registry records of KPMG member firms;
- More detailed information on this processing activity can be found on [privacy page](#) (**subject of the registry and accounting records**);

External communication

- In some cases, we may also process your personal information for the **purpose** of informing the public about the various facts and events that help promote our own services and support activities of KPMG companies;
- More detailed information on this processing activity can be found on [privacy page](#) (**external event participants and subjects of external KPMG communication**);

Exercise of the rights of the Data Subject

- We also process your personal information for the **purpose** of facilitating the exercise and actual exercise of the rights of a Data Subject in the area of personal data protection;
- More detailed information on this processing activity can be found on [privacy page](#) (**third parties**);

Internal quality and risk management

- We also process your personal data for the purpose of performing internal controls, the subject of which is internal risk assessment and quality assurance and compliance with professional standards in the provision of services;
- More detailed information on this processing activity you can be found on [privacy page](#) (**third parties**).

Where do we process your personal data?

We are processing your personal data for here mentioned purposes mostly in the European Union. However, within processing activities listed in this Notice, personal data are occasionally also transferred (except processing data within EU) to a third country. Cross-border transfer takes place in connection with internal controls, the subject of which is internal risk assessment and quality assurance and compliance with professional standards in the provision of services. Appropriate safeguards for transfer of personal data to third countries are ensured in the form of standard data protection clauses according Article 46 of GDPR.

Which categories of personal data are we processing?



We are processing mainly common categories of personal data (e. g. name, surname, date of birth, email address, job, employer and other personal data which can be found in accounting documents or registries).

Processing activities listed in this Notice includes processing of photographs and camera recordings. This processing is carried out by technical means that do not allow or even confirm the unique identification of the individual.

Records related to processing of personal and payroll agenda could contain special categories of personal data such as health record of employees of KPMG member firms.

How do we process your personal data?

Processing of your personal data can be manual or automated, where your personal data is processed in our information systems or information systems of our Processors.

Your personal data are processed only by selected employees of KPMG member firms. In this relation we take care that only trained and selected employees have access to your personal data and they fulfil obligations of confidentiality in relation to all the data (personal or other) that they learned during the performance of their work.

Personal data are not subject to automated individual decision-making, including profiling.

What are your rights in the data protection area?

Under relevant data protection legislation (unless generally binding legal regulations do not stipulate otherwise), you have a right to:

- **information** about processing of your personal data;
- **access** to your personal data, including the right to obtain copy of your personal data processed by us;
- **portability of the data** which you have provided to us (in a structured, commonly used and machine-readable format) and which we are processing based on your consent by automated means; you have the right to transmit those data to another Controller (if such transfer is technically feasible);
- **rectification** of your wrong, inaccurate or outdated personal data. When accuracy of your data is questionable you can request **restriction** of its processing until we will be able to check its accuracy;
- **restriction of processing** of personal data under condition that the personal data will be stored but not processed;
- **erasure ('right to be forgotten')** of your personal data in cases specifically allowed by data protection legislation, e.g.:
 - your personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;



- you would object to processing of personal data processed on the basis of our legitimate interest and we would not demonstrate necessary legitimate reasons for our processing that would outweigh your interests and rights and freedoms;
- any time **contact** our Data Protection Officer by using any communication means mentioned in this document. You can also contact the Data Protection Officer in case you think that we breach your rights under data protection legislation;
- when you believe that in relation to processing of your personal data, your rights were breached or that you were directly affected by such breach, you have a right to lodge a complaint with a supervisory authority (Úrad na ochranu osobných údajov Slovenskej republiky, adresa Hraničná 4826/12, 820 07 Bratislava – Ružinov, tel. number: +421 /2/ 3231 3214; mail: statny.dozor@pdp.gov.sk, <https://dataprotection.gov.sk/uouu/>) or to a relevant court..

What it is your right to object?

You have **right to object** any time to the processing of your personal data, which is performed on the basis of our legitimate interest. Objection could be lodged to our Data Protection Officer personally or by using any of our listed contacts.

When we consider that our legitimate interest prevails over your interest or rights and freedoms, we can continue to process your personal data. When your objection will be appropriate, we stop processing your personal data for this purpose.

How often do we update this document?

This information is periodically reviewed and could be changed from time to time (in order to comply with new legislation and to reflect our current privacy practices). Updated versions will be available on our web site.

Last updated on: 22. 02. 2023.