



Data Protection Notice Executive Search Services

Dear Data Subject,

We would like to inform you about how and for what purpose we, as Data Controller, process your personal data (sometimes referred to as "personally identifiable information" or "PII") and as well as about your rights under relevant data protection legislation.

In case of any questions or when exercising your rights under relevant data protection legislation 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. We are committed to ensure appropriate security and use of personal data.

More details of conditions under which we process your personal data can be found in the following sections of this document.

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Who is the Controller?

Under relevant data protection legislation the following company is the Controller of the personal data: **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, (hereinafter “**KPMG**”).

You can contact us any time at following contacts:

KPMG Slovensko spol. s.r.o.

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 can be a Data Subject?

Data subjects, whose personal data we are processing under this Data Protection Notice are, in particular the following categories of persons:

- former employees of the KPMG member firms;
- individuals meeting criteria for job positions which KPMG provides executive search for;
- any suitable candidates for a vacant/ searched job.

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 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.

Executive Search

Your personal data are processed for **the purpose** of creation of a database of potential job candidates and consequently a direct search for a suitable candidate to fill a vacancy in an organization that is a client of KPMG, as a part of our service Executive search.

Legal basis for our processing activities is:



- in the first instance our legitimate interest, which is to create a database of potential candidates in order to provide our Executive search services to our clients (i.e. searching for a suitable candidate to fill a vacant position);
- consequently a consent of the data subject, in case the potential candidate in our database meets the requirements for the open position.

Personal data are collected:

- directly from you, for example from CV, which you send to us through email or other electronic means; or
- from public or private databases, mainly from professional social sites; and
- exceptionally from third parties, who are in family, contractual, employment or other similar relationship with you.

We keep your personal data for the duration of our legitimate interest, for a period of the validity of your consent, and in accordance with applicable legislation (in particular Act No. 395/2002 Coll., on Archives and Registries and on amendments of certain acts as amended) and our Registry Plan. **Retention period** of your personal data in order to achieve our legitimate interest is 15 years and in case of provision of your consent, for the period stated in that consent or until it is withdrawn. We will not keep your personal data longer than it is necessary.

The Data subject is not obliged to provide personal data to the controller. The **consequence of its non-disclosure** is however, that the respective data **subject** cannot be entered into our database of potential job candidates.

KPMG authorized the following Processor to process the personal data for this purpose: Dillistone Systems, with its registered seat at 50 Leaman Street, E1 8HQ London; WebSupport s.r.o., with registered seat at Karadžičova 12, 821 08 Bratislava, registered in the Commercial register maintained by District Court Bratislava I, section: Sro, insert no. 63270/B, identification number: 36 421 928.

Provided that this is necessary, KPMG may provide the following recipients with your personal data in the reasonable extent:

- companies providing webdevelopment services under confidentiality condition.

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 operations 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.



What categories of personal data do we process?

For the purpose of creation of a database of potential job candidates we process personal data usually included in CVs (e.g. name, surname, title, e-mail address, education, employment history of a Data Subject). For the purpose of provision of Executive Search services we also process the information on the expected annual income of the successful candidate.

How do we process your personal data?

Processing of your personal data can be manual or automated, when 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 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;
 - you withdraw your consent;



- if you provided a consent with processing of your personal data, you can **withdraw** it at any time by contacting our Data Protection Officer personally or by using any communication mean listed in this document; the consent withdrawal consent does not affect the lawfulness of the processing of personal data prior to the withdrawal;
- 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, address 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 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: 15. 10. 2020.