



Privacy Statement - Recruitment

This Privacy Statement applies to the processing of personal data of job applicants and potential candidates.

Last updated: February 2023

Data controller

KPMG Baltics OÜ, Advokaadibüroo KPMG Law OÜ or KPMG Raamatupidamisteenused OÜ (hereinafter KPMG) are the data controllers for processing of your personal data, depending on where you apply to.

What personal data do we collect and process?

We process the following categories of personal data as a part of our recruitment process:

Personal data provided by you as a part of your application, such as:

- Basic information such as your name, the position you are applying for, as well as contact information such as email address, telephone number and postal address
- Answers to any questions in the application form
- Personal data included in your CV and personal letter, such as data on education, prior employment and relevant skills
- Other information you have given us, such as certificates or your photo.

Personal data related to your interactions with us, such as:

- Information about your interactions with us, such as personal data the applicant shares in the interview.
- Personal data related to evaluation of the applicant's suitability for the position
- Personal data related to the progress of the recruitment process.

How do we collect your information?

In most cases, personal data is provided directly by the candidate. We may also process personal data received from the references you have given us, as well as personal data received from our service providers if you participate in aptitude or personality tests or other assessments as a part of the recruitment process.

Prior to the recruitment process, our recruiters may also collect personal data about potential candidates online, provided that the candidates have made this information public. For instance, we may find the profile of a potential candidate on a professional social media website such as LinkedIn and contact them about suitable roles. In some cases, we may also receive personal data from recruitment agencies or headhunters.



For what purpose do we process personal data?

We use process personal data for evaluating your application, for making hiring decisions and for communicating with you during the recruitment process, as well as for recordkeeping in relation to recruitment.

The processing is based primarily on our legitimate interest to carry out recruitment activities. We may also process personal data based on your consent. When processing is based on your consent, you have a right to withdraw your consent at any time. If the recruitment process results in your employment, we may also process personal data based on preparing to enter into a contractual relationship with you.

We may use automated decision making as a part of our recruitment process, and your application may be processed via a candidate profile bringing together the information you provided with your application as well as the requirement profile that we use for each individual position. Please note that the application process might include screening questions: you may be turned down if you do not meet the obligatory minimum requirements we might have defined.

For how long is personal data retained?

We process personal data for a period of up to 36 months after the recruitment process. If the recruitment process results in your employment, we may retain some of the data provided by you for the duration of the employment.

Data security

We are committed to providing a secure and safe environment for the personal data and confidential information we process. We maintain a comprehensive information security program that includes organizational, operational, administrative, physical and technical safeguards governing the processing of personal information. We use a variety of access controls, security devices, and monitoring tools to analyze our systems and network, and access to recruitment related data is restricted on a need-to-know basis to employees involved in the recruitment process.

Use of subcontractors and disclosures of personal data

We use third party service providers that provide our recruiting software. We may also share your personal data with third party service providers involved in the recruitment process, such as providers of aptitude assessments.

In the event that personal data would be processed outside the EU or the EEA, transfers will only be carried out using appropriate transfer mechanisms and safeguards.

Your rights

If you have submitted personal data to KPMG, you may have a right to:

- access to your personal data that KPMG holds about you. If your personal data KPMG holds about you is incorrect, you may ask us to correct any inaccuracies in your personal data;
- ask that KPMG deletes your personal data or restricts the way in which KPMG uses such personal data;



- object to KPMG's processing of your personal data and/or
- withdraw your consent to our processing of your personal data (to the extent such processing is based on your consent and consent is the only permissible ground for processing). In case you withdraw your consent, we will then remove your application and delete any personal data associated with your application from our recruitment system.
- file a complaint with a competent supervisory authority regarding the processing of your personal data.

Our contact details

If you have any questions regarding the recruitment process, please get in touch with the contact person mentioned in the advert.

If you have questions, comments or complaints about our processing or protection of your personal data, please contact our Data Protection Officer.

Data Protection Officer
KPMG Baltics OÜ

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