



## Privacy Statement for Employees in Hungary

### What is GDPR?

The General Data Protection Regulation (“**GDPR**”) is an EU regulation which is applicable in each EU member state and sets strict minimum standards for processing of personal data and strengthens the rights of individuals within the EU/EEA in relation to the processing of their personal data. We care about your privacy, and we have therefore decided to comply with the GDPR as minimum standard for the processing of all IKEA employees’ personal data, irrespective of whether the GDPR is mandatory to comply with or not for the processing. If local law requires us to take additional measures for the protection of your personal data, we will of course do so.

There are a few terms in the GDPR that are specific for data protection and that may need an explanation:

- **personal data** – any information that directly or indirectly identifies you, for example your name, address or a photo of you;
- **processing** – any operation or set of operations that is performed on personal data or on sets of personal data, such as collection, recording, organisation, structuring, storage, erasure and destruction;
- **controller** – the natural or legal person, public authority, agency or other body that, alone or jointly with others, determines the purposes and means of the processing of personal data; and
- **processor** – a natural or legal person, public authority, agency or other body that processes personal data on behalf of the controller.

### How we respect your privacy

Our approach at IKEA is to be as open and transparent as possible with how we collect and otherwise process your personal data.



With the information in this privacy statement, we want to give you an overall picture of how we process your personal data. If you want more information on how and why we process your personal data, see the document "*Appendix 1 - Detailed information about how we process your personal data*" for your applicable country. To get a complete picture of our processing, you need to read this document and Appendix 1.

You can read about

- who is responsible for the processing of your personal data and whom to contact if you have questions or requests, in section 1;
- what personal data we collect about you and why, in section 2;
- with whom we share your personal data, in section 3;
- how long we keep your personal data, in section 4; and
- your rights in relation to our processing of your personal data, in section 5.

## **1. Who is responsible for the processing of your personal data?**

The IKEA company which is your employer is the controller and responsible for the processing of your personal data. For Hungary this means one of the following companies:

- IKEA Industry Hungary

Please ask your manager in case of doubt.

If you have any questions about our privacy statement or practices, or if you want to exercise any of your rights in relation to our processing of your personal data, please feel free to get in touch. You can contact us by sending an e-mail to:

[DSAR@inter.ikea.com](mailto:DSAR@inter.ikea.com)

Please make sure that you include the following in the subject line: "Employee request" followed by the full name of your employer company in the subject line of your email.



## 2. What personal data we collect about you and why

In order for our employment relationship with you to work and our business operations to run smooth, we collect several types of personal data about you.

We collect some of your personal data directly from you and some personal data is created by our organisation, such as your employee ID. In some instances, your personal data is collected from third parties, including public records.

As an employee at IKEA, you must provide us with certain information about yourself. This information could be, for example, information necessary for us to identify you, such as your name and personal contact details. If you do not provide us with such information we will not be able to fulfil the employment agreement with you nor our different legal obligations as an employer.

We only process your personal identification number, when it is clearly motivated in consideration of the purposes of the processing, when it is necessary for us to identify you or otherwise when it is necessary according to applicable data protection legislation.

The personal data that we process about you is related to your employment at IKEA. The personal data that we process depends on your role and position at IKEA. Therefore, in your particular case, we may not process all the personal data listed below. To get a hint of what different kinds of personal data we generally process, see some examples below.

- **identification** – your name, ID information or social security number, date of birth, personal contact details, photos of you, etc.;
- **compensation and benefits** – payroll ID, bank account, information about salary, pension and tax, etc.;
- **work/performance** – employee ID, role, organisation, professional contact details (if any), reason for absence, time records, terms of employment agreement, etc.;



- **employee performance and development** – performance rating and evaluation, duration of employment, IPE, training and development, work history, goals and goal fulfilment, strengths and development areas, etc.;
- **usage of IT-solutions** – login details, user profile, photos of you, location, alias, etc.;
- **surveillance and security** – photos and videos from surveillance cameras (if applicable), access control systems, access logs, employee badge, etc.;
- **your well-being** – information about sick leave, medical certificates, information needed for rehabilitation efforts, etc.;
- **travels and company card** – company card number, company card statements, passport information, visa information, travel accommodations, time of travel, flights and other forms of transport, location, information about accidents/risks in the area you are visiting, etc.;
- **trade union membership** – whether you are a member of a trade union or not;
- **unstructured material** – personal data in documents, minutes, e-mails, etc.; and
- **other types of employee data** – information about insurances, survey results that you have participated in, marital status, audio and video recordings, your signature, etc.]

When we process your personal data, we base our processing on different types of legal grounds, namely: (i) for the performance of the employment agreement, (ii) to fulfil legal obligations that we have as your employer and as a company, such as obligations under applicable law or collective bargaining agreements, and (iii) our legitimate interests. In some situations, we may process your personal data based on your consent.

For more information, please see Appendix 1.

### **3. With whom we share your personal data**

Your personal data is not sold to nor traded with third parties, but we share it with others who can help us achieve the IKEA vision. This could be other IKEA companies,



service providers or business partners. We are all committed to keeping your personal data safe and secure.

In certain instances, we transfer your personal data outside your country of residence. A transfer of your personal data outside of your country of residence only takes place in accordance with applicable data protection legislation. We only transfer your personal data to another country when we can ensure an adequate level of protection of your personal data.

We share personal data with the following types of third parties:

Within IKEA: As a main rule, your personal data is only processed by the IKEA company which is your employer. However, we share your personal data with other companies within the IKEA group to enable the employees within the IKEA group to contact each other. Therefore, some of your personal data is available for all IKEA employees, such as your name, title, professional contact details, what company you belong to and country. We also share your personal data with other companies within the IKEA group when they process personal data on our behalf.

Business partners and service providers:

In some instances, we also share your personal data with authorised IKEA service providers, suppliers, consultants, travel agencies, companies that help us with media, marketing and social media, and other companies that we collaborate with. However, we only share your personal data if it is necessary for the purposes of our processing. This means that it is not in all cases we share your personal data with these companies.

Mentioned business partners and service providers as a starting point process your personal data as our *processor*, i.e. on our behalf and in accordance with our instructions. We only share your



personal data with these companies if it is necessary for them to fulfil their contractual obligations towards us.

For different purposes, we also collaborate with companies that in some cases, alone determine the purposes and means of the processing as *controllers* regarding the personal data provided by us, such as insurance companies, banks and accounting firms. In some instances, we share your personal data with these companies. These companies are responsible for providing information to you about their processing of your personal data in their capacity of *controller*.

#### **4. How long we keep your personal data**

We keep your personal data as long as it's needed, based on different purposes and means of processing. This means that we delete your personal data on a regular basis, based on various criteria including in some instances time limits stipulated by different legislations. When your employment at IKEA ends, we will continue to process your personal data if we have an obligation or a need to do so.

For further, more specific, information about how we process your personal data during and after your employment, see Appendix 1.

#### **5. Your rights in relation to our processing**

You have several rights in relation to our processing of your personal data. Read more about these rights below. If you would like to exercise your rights or learn more, feel free to contact us! You can find contact details at the beginning of this privacy statement. Please note that some of the rights may not be applicable to your situation.

##### Right of access

You have the right to obtain confirmation from us as to whether or not personal data concerning you are being processed, and, where that is the case information on what personal data we process and why. You also have the right to receive an extract of your personal data.



#### Right to rectification

If you believe we store or process inaccurate personal data about you, such as an outdated address, you have the right to have it corrected.

#### Right to erasure / right to be forgotten

You have the right to request us to permanently erase your personal data from our records. You can do this for example if you believe there is no longer any need for us to process it. If you request the permanent erasure of your personal data, and the requirements for such request is fulfilled, we will erase your personal data without undue delay unless we have legitimate ground to continue our processing of your personal data.

#### Right to restrict the processing activities

You have the right to restrict our processing activities in certain situations. This means we will continue to store your personal data, but we will temporarily stop any other processing (unless we receive your consent to continue the processing or if we need to process your personal data for the establishment, exercise, and defence of legal claims or for the protection of the rights of another natural or legal person). Why would you want to do this? For example, if you have asked us to correct incorrect personal data. In this situation you may want us to stop processing until the personal data is correct.

#### Right to withdraw a consent

At any given time, you have the right to withdraw all or part of a given consent. However, withdrawal of consent has no effect on how we processed your personal data prior to your withdrawal. If you want to withdraw your consent, you can contact us by sending an e-mail to:

[DSAR@inter.ikea.com](mailto:DSAR@inter.ikea.com)

Please make sure that you include the following in the subject line: "Employee request" followed by the full name of your employer company in the subject line of your email.

#### Right to data portability



You have the right to receive the personal data that you have provided to us, in a structured, commonly used, and machine-readable format and the right to have the personal data transmitted to another controller, where technically feasible. This applies to personal data which we process based on our agreement with you or on your consent.

#### Right to object

You have the right to object to the processing of your personal data when we process your personal data based on our legitimate interest. We will cease our processing, unless we 1) can demonstrate compelling legitimate grounds for the processing which override your interests, rights, and freedoms, or 2) have to process your personal data for the establishment, exercise, and defence of legal claims.

#### Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint about our processing of your personal data to a national supervisory authority in a country within the EU/EEA where you live, work or where an alleged infringement of your privacy rights has taken place. For information on contact details to your supervisory authority, please send an e-mail address stated above.

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