

Introduction

We (“PwC”, “us”, or “our”) are strongly committed to protecting personal data. This transparency notice (i) describes why and how we collect and use personal data in our recruitment processes, and (ii) provides information about rights of individuals applying for a job at PwC.

Personal data is any information relating to an identified or identifiable living person. When collecting and using personal data, our policy is to be transparent about why and how we process personal data.

Security

We take the security of all the data we hold very seriously. We adhere to internationally recognised security standards. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and we regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

Collection of personal data

We collect personal data from job applicants as part of our recruitment process. The personal data may be provided directly to PwC by an applicant or via third party, i.e. recruitment agency, depending on a particular recruitment process.

The information we process include standard information regarding your education, employment history, other work-related information and any other information provided to us on your CV or application letter or in any other recruitment forms you are asked to fill in as part of the process.

You are asked not to provide us with any information regarding the so called “special category of personal data”, including race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation.

Use of personal data

We use information held about you in the following ways:

- For you to participate in the recruitment process for a specific position.

- If you provide us with your consent - to notify you of relevant job opportunities within PwC.
- to notify you about job related events organized by or in participation with PwC, where you have consented to be contacted for such purposes.

Legal basis for processing

PwC holds and processes your data based only when we have legal basis for processing. If we process your personal data, to assess your suitability for the available position, the legal basis for such processing is your consent that you provide when you are applying for a position. If you are selected for the position, we continue processing your personal data in order to conclude a contract with you.

Data retention

If your application is successful, your data is saved for the implementation of the employment or contractual relationship and for complying with statutory regulations.

Application documents of unsuccessful candidates are deleted after six months at the latest after the recruitment process is closed. We ask for your consent before retaining your personal data for a longer period (3 years maximum).

When and how we share personal data

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put contractual arrangements and security mechanisms in place to protect the data and to comply with our data protection, confidentiality and security standards.

We are part of a global network of firms and in common with other professional service providers, we use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located.

In respect of personal data being regulated by EU legislation please note that: cross border transfers may include countries outside the European Economic Area ("EEA") and to countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EEA are done lawfully.

Where we transfer personal data outside of the EEA to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EEA, such as the European Commission approved standard contractual clauses. The European Commission approved standard contractual clauses are available [here](#).

Personal data held by us may be transferred to:

- Other PwC member firms
For details of our member firm locations, please click [here](#). We may share personal data with other PwC member firms where necessary for administrative purposes.
- Third party organisations that provide applications/functionality, data processing or IT services to us
- We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centers around the world, and personal data may be stored in any one of them.
- Third party organisations that otherwise assist us in providing goods, services or information
- Auditors and other professional advisers
- Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation
- Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

Data controller and contact information

The data controller is Aktsiaselts PricewaterhouseCoopers, AS PricewaterhouseCoopers Advisors or Advokaadibüroo PricewaterhouseCoopers Legal OÜ, depending on which firm you have contacted with.

If you have any questions about this transparency notice or how and why we process personal data, please contact us at:

Address: Pärnu mnt 15, 10141 Tallinn, Estonia

Email: ee-privacy@ee.pwc.com

Individuals' rights and how to exercise them

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights. You will find further information about these rights and how to exercise them below.

Access to personal data

You have a right of access to personal data held by us as a data controller. This right may be exercised by emailing us at ee-privacy@ee.pwc.com or by using a web form that is accessible [here](#) and [here](#).

Amendment of personal data

To update personal data submitted to us, you may email us at ee-privacy@ee.pwc.com or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.

When practically possible, once we are informed that any personal data processed by us is no longer accurate, we will make corrections (where appropriate) based on your updated information.

Withdrawal of consent

Where we process personal data based on consent, individuals have a right to withdraw consent at any time. The withdrawal of consent shall not affect the

lawfulness of processing based on consent before its withdrawal. To withdraw consent to our processing of your personal data please email us at ee-privacy@ee.pwc.com.

Right to restrict or object to our processing of personal data

You have the right to restrict or object to the processing of your personal information at any time, on reasonable grounds relating to your particular situation, unless the processing is required by law. For that purpose send us an email at ee-privacy@ee.pwc.com.

In such case, we will no longer process or restrict the processing of the personal data, unless we can demonstrate compelling legitimate grounds for the processing or for the establishment, exercise or defense of legal claims.

Other data subject rights

This transparency notice is intended to provide information about what personal data we collect about you and how it is used. As well as rights of access, amendment and restriction or objection to processing referred to above, individuals may have other rights in relation to the personal data we hold, such as a right to erasure/deletion and the right to data portability.

If you wish to exercise any of these rights, please send an email to ee-privacy@ee.pwc.com.

Complaints

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to ee-privacy@ee.pwc.com. We will look into and respond to any complaints we receive.

You also have the right to lodge a complaint with Estonian Data Protection Inspectorate or the court. For further information on your rights and how to complain to the Estonian Data Protection Inspectorate, please refer to <http://www.aki.ee/et/inspektsioon/poordu-inspektsiooni-pole>.

Changes to this transparency notice

We understand that ensuring transparency is ongoing responsibility. Therefore we review, amend and update the transparency notice regularly.

The transparency notices was last updated on 07.12.2018.