

Privacy Statement Visma Labs Ltd.

1. Introduction

At Visma, we are committed to protect the privacy and personal data of our employees during and after employment. This Employee Privacy Statement outlines the types of personal data we collect, how we use and safeguard this data, and your rights regarding your personal data. We aim to promote transparency and trust through this statement by detailing our policies and practices, ensuring compliance with relevant data protection laws and regulations.

In the next section, we provide an overview of the general processing activities including the handling of personal data of Visma employees, the purposes for this processing, the categories of personal data involved, and the legal basis for these activities. Please be aware that processing activities within the specific Visma companies may vary, including the collection of different types of personal data and reliance on different legal bases.

2. Contact us

If you have any comments or questions about our Privacy Statement, or any privacy concerns, including regarding a possible breach of your privacy, please contact us by sending an email to privacy@peple.nl or by using the [privacy request form](#).

You can also contact our office at:

Visma Labs Limited

Office: First Floor, 3-4 Alfred Street, Penrose Wharf, Cork

Telephone number: +353 21 455 0033

3. Processing activities

3.1. Recruitment process

Visma processes personal data during recruitment to effectively manage recruitment processes, handle job applications, evaluate submitted documentation, conduct interviews, and contact references. The personal data processed for this purpose is contact information such as name, address, telephone number, and email, as well as CV, application and other submitted documents, as well as personality and ability tests conducted during the application process.

The legal basis for this processing of personal data is our legitimate interests to find the right candidate, cf. GDPR article 6 nr. 1 f). For candidates that we elect to move forward with and offer a job, we will process certain personal data, including your contact information and other specific personal data you request us to process, for the purpose of entering into a contract pursuant to GDPR article 6 nr.1 b), which relates to processing necessary to perform a contract or to take steps at your requests, before entering a contract.

3.2. Management and administration of the employment

The management and administration of employment involve maintaining a comprehensive overview of employees, ensuring that the organization can efficiently handle its human resources by keeping up-to-date employee information. This also facilitates integration with various systems to streamline processes like payroll, scheduling, and communication. The activity requires processing of personal data, including name, username, email address, telephone number, and any additional personal information necessary for employment administration. This also includes salary payments, working hours, and health information. Data stored in the Visma Organisation Master (VOM), such as name, position, email address, and phone numbers, is accessible to all Visma employees, while some additional information is shared with the Visma Group.

The legal basis for this processing of personal data is the performance of the employment contract, cf. GDPR article 6 nr. 1 b), and compliance with a legal obligation, cf. GDPR article 6 nr. 1 c).

3.3. Access to IT systems

Managing access to Visma's IT systems is an essential aspect of employment, focused on ensuring system and data security through the effective management of access rights. To achieve this, personal data such as username, email address, telephone number, and other relevant information are processed. This ensures that only authorized personnel have the necessary access, protecting both the integrity of the systems and the data they contain.

The legal basis for the processing of personal data is the performance of the employment contract, cf. GDPR article 6 nr. 1 b), and a legitimate interest to ensuring the security of systems and data by managing access rights, cf. GDPR article 6 nr. 1 f).

3.4. Salary and compensation management

In order to ensure accurate and timely salary payments, pensions, insurance contributions, and other financial compensation to employees, Visma must process payroll-related information about its employees. This involves handling personal data such as name, address, bank details, and account number etc.

The legal basis for this processing of personal data is the performance of the employment contract, cf. GDPR article 6 nr. 1 b), and compliance with a legal obligation, cf. GDPR article 6 nr. 1 c).

3.5. Registration of working hours

The registration of working hours is a critical processing activity focused on addressing health issues and special requirements, as well as administering sick leave effectively. This process collects personal data such as the start and end times of working days, measures taken to facilitate work despite sickness, and sensitive personal data related to health conditions. These adaptations ensure that the workplace can make necessary adjustments to support employees with health concerns.

The legal basis for this processing of personal data is the performance of the employment contract, cf. GDPR article 6 nr. 1 b), and compliance with a legal obligation, cf. GDPR article 6 nr. 1 c).

3.6. Employee development as part of performance management

Employee development as part of performance management involves processing personal data to enhance and assess the growth and capabilities of employees within the organization. This includes personal data in CVs, details related to current positions, and reports from performance development processes and evaluations. Such data helps in identifying strengths, areas for improvement, and aligning development opportunities with organizational goals.

The legal basis for the processing of personal data is the performance of the employment contract, cf. GDPR article 6 nr. 1 b).

3.7. Working environment

Creating a positive working environment involves processing personal data to help tailoring the work setting to support employee well-being and productivity. By understanding the needs and preferences of employees, the organization can foster a more inclusive and supportive atmosphere. The personal data processed includes name, username, email address, telephone number, dates of birth, and any other necessary information.

The legal basis for the processing of personal data is compliance with a legal obligation, cf. GDPR article 6 nr. 1 c), and a legitimate interest to enhance employee satisfaction and productivity, ensure health and safety, and cultivate a positive company culture, benefitting both employees and the organizations, cf. GDPR article 6 nr. 1 f).

3.8. Internal communication

Visma wants to enable the employees to collaborate efficiently when interacting with one another. By facilitating effective communication, this processing activity helps to build a cohesive and cooperative work environment. The personal data processed for this purpose includes photos of employees, information about their current positions, and contact details stored in the Visma Organisation Master (VOM).

The legal basis for the processing of personal data is consent from the data subject, cf. GDPR article 6 nr. 1 a), the performance of the employment contract, cf. GDPR article 6 nr. 1 b), and a legitimate interest to facilitate efficient collaboration, enhance team cohesion, and support organizational efficiency, cf. GDPR article 6 nr. 1 f).

3.9. Administrate the tools used during employment

Managing and overseeing the tools and resources required for employees to perform their duties efficiently and securely is essential, along with accurately tracking and managing work-related expenses and payments. This administration involves processing of personal data such as name, email address, phone number, credit card details, and information on travel and payments made in connection with work.

The legal basis for this processing of personal data is the performance of the employment contract, cf. GDPR article 6 nr. 1 b), and compliance with a legal obligation, cf. GDPR article 6 nr. 1 c).

3.10. Security

To safeguard Visma systems and business premises from security incidents, as well as to protect employees in their workplace, Visma may log the usage of its IT systems and utilize video and access control systems. This security initiative involves processing personal data, including information on the use of Visma IT systems and production data, CCTV footage, names, arrival and departure times from Visma premises, and, if necessary, access to work computers for security reasons. Additionally, logs containing Visma employee information may be used for monitoring customers' production data, ensuring a comprehensive approach to security across all fronts.

The legal basis for this processing of personal data is the performance of the employment contract, cf. GDPR article 6 nr. 1 b), compliance with a legal obligation, cf. GDPR article 6 nr. 1 c), and a legitimate interest to safeguard assets, ensure safety, maintain operations, and handle security incidents, cf. GDPR article 6 nr. 1 f).

3.11. Terminating employment

To ensure a clear and legally compliant conclusion to the employment relationship, meeting both administrative and legal obligations, Visma must process personal data such as details about the reasons and process of termination, as well as information needed to issue an employment certificate.

The legal basis for this processing of personal data is the performance of the employment contract, cf. GDPR article 6 nr. 1 b), and compliance with a legal obligation, cf. GDPR article 6 nr. 1 c).

4. How your personal data may be shared

Your personal data is processed in various cloud-based and other IT systems and services provided by third-party vendors (Processors). Consequently, this data may be accessed by authorized external personnel, usually for support purposes. Visma uses Google Workspace for Mail, Chat, Calendar, Meet and Drive for storage and content creation, selecting the EU as the hosting region.

When using Processors, Visma enters into a Data Processing Agreement with the Processor in order to safeguard your privacy rights. These agreements ensure that adequate privacy measures are in place, ensuring your personal data is handled in compliance with applicable privacy legislation. If Processors are located outside the EU/EEA, Visma ensures legal grounds for such international transfers on your behalf, hereunder by using the EU Model Clauses.

Additionally, your personal data may be processed during audits conducted by external auditors for Visma.

5. Retention

Normally, your personal data as an employee will be deleted six months after you leave Visma, unless special circumstances such as illness at the time of resignation, legal requirements, or pension claims necessitate otherwise. When you leave, Visma keeps certain personal data indefinitely, such as your name, country, social security number (in Norway)), your employment contract and your employment duration, to confirm your employment. Additional employment details, like your manager, position, and office location, are also stored indefinitely. The legal basis for this processing is legitimate interest, as Visma uses it for statistical purposes and employment verification. You can contact the privacy@peple.nl in your Visma company for more information or if you wish to object to this processing.

When you leave, you will get an offboarding email stating that any data of value for Visma should be transferred to your superior to ensure knowledge sharing and business continuity. In addition, all private files and personal data in your Google Drive should be deleted. Data and files shared with colleagues will be transferred to Visma, while non-shared data and files, including emails, will be deleted within six months after your employment ends (exception for specific roles such as Managing Directors and other key personnel). During this six month period, Visma might have a need to access your Google account to retrieve documents if you haven't followed the offboarding routines properly and transferred rights before leaving. Accessing employees' Google accounts will always follow procedures set out in the GDPR and local labor laws, as outlined in [this guideline](#). It is not allowed to set up email auto-forwarding from a former employee's Google account or from your Visma email to a personal email account.

Information in Visma-managed collaboration tools (such as Visma Space, Slack, Confluence, Jira, ticketing systems, etc.) may include personal data about an employee, like personal posts, articles, tickets, etc. This information is considered part of the company's collective data and is typically not deleted when an employee leaves. Visma also retains user profiles to identify the team/function the author was part of, assisting in finding a successor if needed. However, profile pictures are deleted six months after the employee's exit.

6. Rights of the data subject

Chapter III of the GDPR grants individuals several significant rights concerning their personal data. These rights are intended to provide individuals with greater control over their personal data and to ensure that their data is processed fairly and transparently by the Controller. As a Visma employee, you can exercise the following rights in relation to our handling of your personal data:

- **Right to be informed:** Data subjects have a right to be informed in a clear and transparent way on how their personal data is processed.

- **Right of access:** Data subjects have a right to access (including receiving a copy of) the personal data that is being processed.
- **Right to rectification:** Data subjects have the right to ensure that personal data is correct.
- **Right to erasure (right to be forgotten):** Where personal data is no longer necessary for the purpose which it originally was collected, or the processing is based on consent that is withdrawn, data subjects may have the right to erasure of the personal data concerning them.
- **Right to restriction of processing:** Data subjects may have the right to restrict the processing of their personal data where they have a particular reason, according to law, for wanting the restriction.
- **Right to data portability:** If processing is based on individual consent or contract with the data subject, data subjects may have a right to obtain and reuse personal data for their own purpose.
- **Right to object:** Data subjects have the right to object to processing of their personal data in certain circumstances. This right is an absolute right when it comes to direct marketing.
- **Right not be subject to a decision based solely on automated processing:** Data subjects have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her.

Please note that there may be certain exceptions or limitations to the abovementioned rights which could apply depending on the specific circumstances of your situation. In such cases, we will provide you with detailed information about the applicable exception or limitation and help you exercise your rights to the fullest extent possible, in accordance with applicable laws and regulations.

Please contact privacy@peple.nl in your Visma company to file requests as mentioned in this section.

Finally, you also have a right to file a complaint to the data protection authorities with regards to our processing of your personal data.