



## Data Protection Information for referred candidates

This statement outlines how we store and use the information a referring employee provided to us.

The Zurich Insurance Group headquartered in Switzerland, including its various subsidiaries ("Zurich") are using an internet-based recruiting tool ("Tool"). Zurich uses the Tool globally to provide information regarding potential job opportunities to candidates and to manage the recruiting processes in general. Employees of Zurich can use the Tool to submit personal data of people they would like to refer for a position. The data submitted are contact details and on an optional basis general information about the referred person, a resume and other documents a referring employee deems relevant (e.g. a Cover Letter).

Your data will only be processed for recruitment purposes and will only be shared with/accessed by persons who have a need to know to your data and your data will be processed based on legitimate interests.

Regardless of where your data may be accessed, Zurich protects your personal data based on group internal agreements and internal guidelines and policies and complies with local laws and regulations pertaining to data collection and use.

In case you do not access your profile, your data will be stored in the Tool for a period of 12 months from the date when your data was entered in the Tool (unless local legislation requires a shorter/longer retention period). After this period your data will be deleted. Subject to applicable data retention policies of the respective Zurich company, you may request the removal of the data at any time earlier than this by notifying us through the contact details provided on our career section.

You understand that the Tool is operated on behalf of Zurich by a third party provider with global operations that is bound to Zurich with strict confidentiality and data protection obligations. You understand and agree that operation of the Tool by the global teams of the third party provider may involve access to your data from outside Europe, including from countries that may provide a lower level of data protection than Swiss/EU data protection law.

Your account information is password-protected for security reasons. Data transmissions are protected by industry-standard SSL-encryption.

If the position you have been referred to is in Europe, please note that the "data controller" is the Zurich company in the country where the position is based. You can contact this entity for accessing your data and to obtain information regarding your data and its processing. You find the contact details of the respective controller, and its data protection officer, if appointed, in the privacy section of the respective local website of Zurich.

If the position you have been referred to is in Australia, please review Zurich Australia's Privacy Policy which contains important information on how Zurich Australia handles your personal information for recruitment purposes.

To the extent that the General Data Protection Regulation of the EU (GDPR) applies to you and the referred job (or other laws that include similar rights), you have several rights, of which we would like to inform you; the right to access your data, the right of data rectification (if your data in the Tool is inaccurate), the right of erasure (if the retention of your data is no longer necessary in relation to the envisaged purpose of the processing), the right to restrict the data processing (e.g. if you contest the accuracy of your data that we process in the Tool), the right to data portability and the right to lodge a complaint with the competent supervisory authority. You can exercise several of these rights yourself by accessing and/or amending your data in the Tool and you are encouraged to so.

If you have any questions or concerns, please do not hesitate to contact us through the contact details provided on our career section.