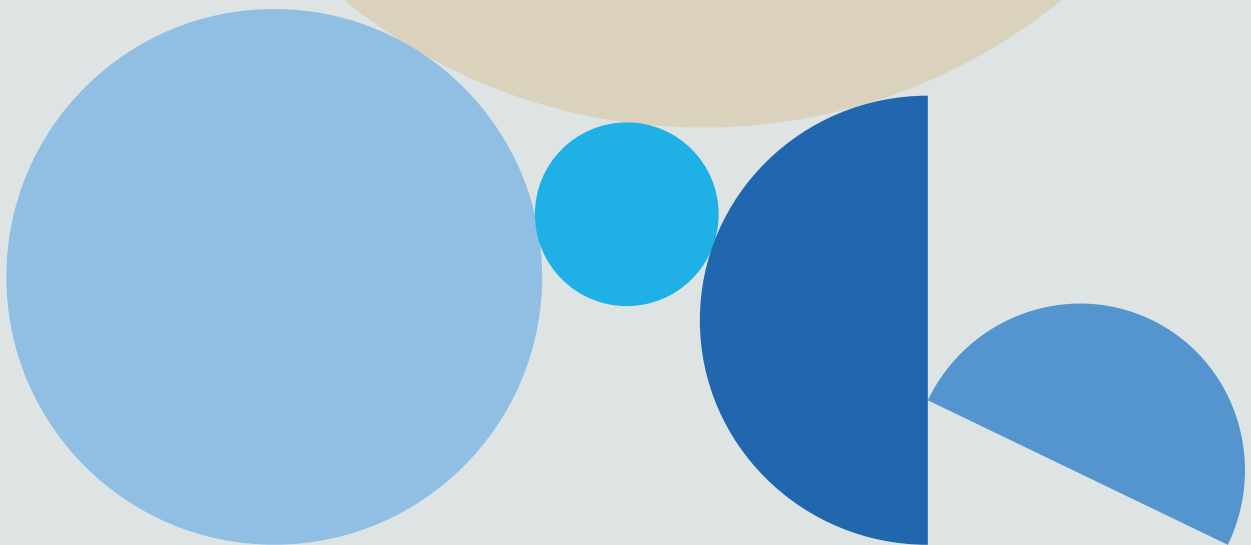
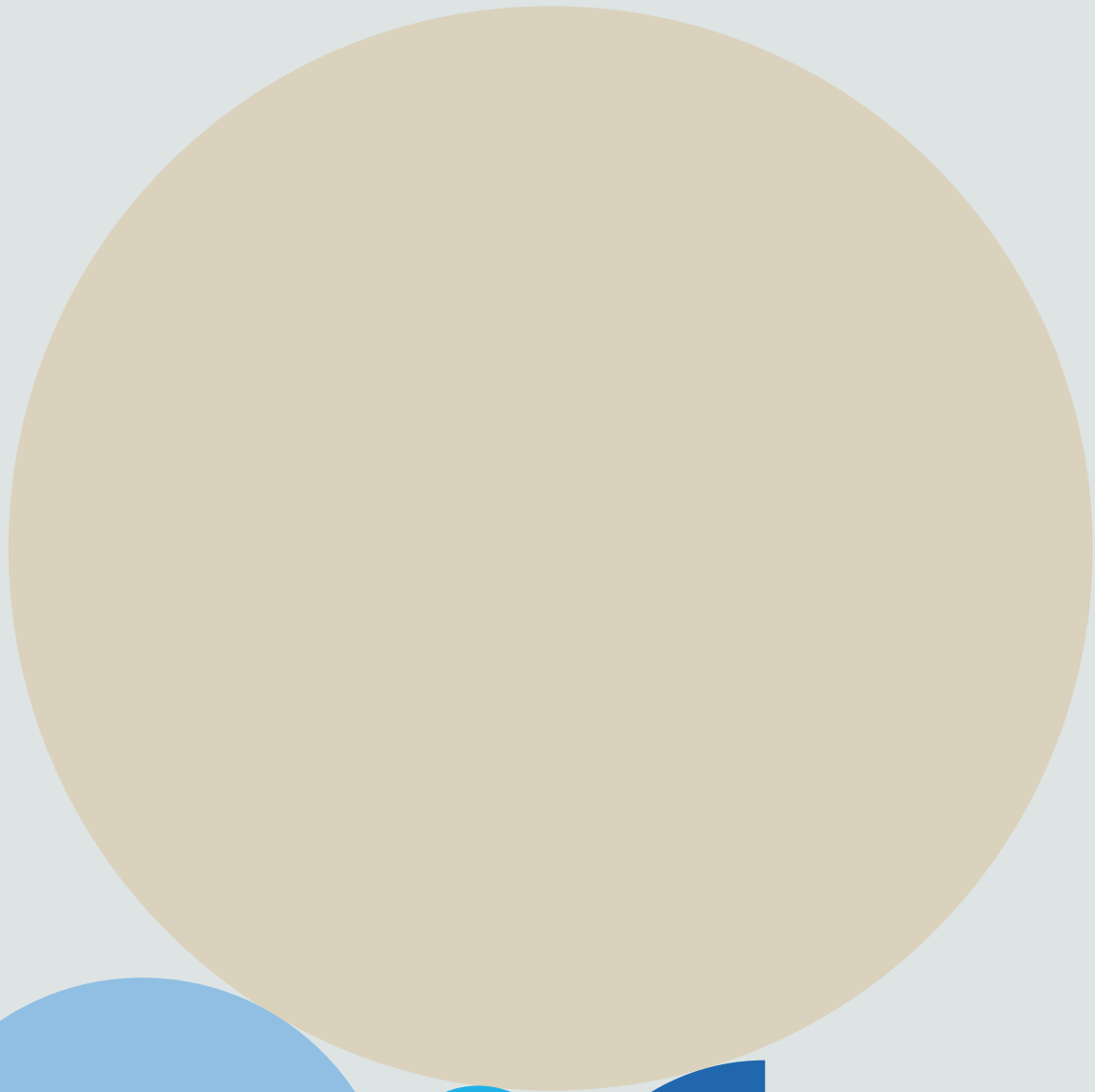


# How we use your information

For applicants



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# 1. Job applicant

Zurich Insurance Plc is a public limited company incorporated in the Republic of Ireland-regulated by the Central Bank of Ireland (CBI)- Registered Office: Zurich House, Frascati Road, Blackrock, County Dublin, A94 X9Y3, Ireland.

## **Zurich Insurance Plc, Belgian branch**

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1930 Zaventem  
Belgium

## **Zurich Insurance Plc, Netherlands branch**

Prinsen Margrietplantsoen 63/65  
2595BR Den Haag  
The Netherlands

The Data Protection Officer

Goddin Lee, DPO ZIP NL Branch [goddin.lee@zurich.com](mailto:goddin.lee@zurich.com)

The Privacy Office: [privacy.netherlands@zurich.com](mailto:privacy.netherlands@zurich.com) or [privacy.belgium@zurich.com](mailto:privacy.belgium@zurich.com)

This Privacy Notice provides information about personal data which is processed by us in relation to individuals who apply to work for, or who attend a recruitment event or undertake an assessment with us. This includes prospective employees, interns, interims and contractors.

For individuals who are successful in their application for employment, internship, interim job or engagement as a contractor and who accept the job, the Privacy notice for employees will apply.

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## 1.1. What personal data do we process?

We process personal information relating to individuals who apply to work for, or who attend a recruitment event and/or undertake an assessment (applicants) only for legitimate purposes in the following categories:

Human Resources and personnel management

- Applications for employment, results of interviews and assessments;
- Personal contact details;
- Management reporting and analysis including statistical analysis and surveys regarding the quality of the recruitment process;
- Internal audits and investigations;

Pre- screening of Applicants

We carry out screening of all Applicants who we intend to make an offer of employment, engagement or internship (as the case may be) and prior to any offer being confirmed for the purposes of:

- verifying the information that an Applicant provides during the screening/interview process. This will include verifying information with current/previous employers and educational institutions. No steps will be taken in this respect until the Applicant confirms the verification can take place.
- Screening Applicants against publicly available or government issued sanctions lists and media sources. This is to comply with legal and regulatory obligations.

Personal data regarding suspected and actual criminal behaviour, criminal records or proceedings regarding criminal or unlawful behaviour may be processed as part of the pre-employment/pre-engagement screening but only for the purposes of ensuring compliance with legal and regulatory obligations and/or to the extent permitted or required by local law.

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## 1.2. For what purposes do we process personal data of Applicants?

Personal data of applicants is only processed:

- in order to take steps at the request of the Applicant prior to entering into a contract;
- where it is necessary to comply with a legal obligation to which we are subject to ensure compliance with local employment, social security laws and regulations;
- where it is necessary for the legitimate interests of Zurich (such as ensuring compliance with legal obligations other than those related to employment or social security, the protection of Zurich assets, reputation and Z employees and contractors) except where such interests are overridden by the interests or fundamental rights and freedoms of the Applicant;

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## 1.3. Who will we share the personal data with?

Your personal data is exclusively processed for the purposes referred to above (or for a secondary purpose where it is closely related, for example such as storing it) and will only be shared on a strict need to know basis with:

- Other companies within the Zurich group of companies, including to those which may be located outside of your location and/or the Economic European Area ("EEA"); and
- Authorized third party agents, service providers and/or subcontractors of Zurich in particular authorized third parties who carry out reference and background checks on behalf of Zurich;
- A competent public authority, government, regulatory or fiscal agency where it is necessary to comply with a legal or regulatory obligation to which the relevant Zurich is subject to or as permitted by applicable local law.

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## 1.4. Transfers of personal data

Where the personal data is transferred to companies within Zurich and/or to authorized third parties located outside of your country (including outside of the European Economic Area) we take organizational, contractual and legal measures to ensure that the personal data is exclusively processed for the purposes mentioned above and that adequate levels of protection have been implemented in order to safeguard the personal data.

These measures include Binding Corporate Rules for transfers among the Zurich entities and European Commission approved transfer mechanisms for transfers to third parties in countries which have not been deemed to provide an adequate level of data protection as well as any additional local legal requirements. You can request a copy of these by contacting our DPO.

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## 1.5. Security of your personal data

Given the nature of Zurich your personal data may be transferred to countries outside of your location which may include countries outside of the European Economic Area. Where that happens, we take steps to ensure that your privacy rights continue to be protected in line with Zurich's internal rules and applicable law.

We have implemented technology and policies with the objective of protecting your privacy from unauthorised access and improper use and will update these measures as new technology becomes available, as appropriate.

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## 1.6. Retention period

We hold personal data of unsuccessful Applicants for no longer than two years after the recruitment process or assessment has completed.

In all cases information may be held for

- a longer period of time where there is a legal or regulatory reason to do so (in which case it will be deleted once no longer required for the legal or regulatory purpose) or
- a shorter period where the individual objects to the processing of their personal data and there is no longer a legitimate purpose to retain it.

If you are successful in your application and you accept our offer, the personal data gathered through the recruitment process will be retained in line with the Privacy Notice for Employees which you will be provided access to or a copy of upon commencement of employment, engagement, interim work or internship.

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## 1.7. What are the consequences of not providing the personal data?

Personal data requested and provided by Applicants is required in order to fulfil legal requirements and/or which is required for entering into a contract with you (or in the case of a contractor your employer/service provider). Failure to provide us with the information requested which is limited to that required for these purposes will negatively affect your chances of being selected for any potential employment, engagement or internship.

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## 1.8. Your rights

We aim to keep our information about you as accurate as possible. Applicants can access their personal data, request correction, or deletion of the personal data (but only where it is no longer required for a legitimate business purpose) or request that the processing of their data is restricted. Please contact our DPO.

You have the right to lodge a complaint to the local supervisory authority if you believe that we have not complied with the requirements of any applicable data privacy law with regard to your personal data. In the Netherlands the "Autoriteit Persoonsgegevens" and in Belgium the "Gegevensbeschermingsautoriteit". For (other) complaints one can also turn to the (Belgium) Ombudsman (in the Netherlands referred to as 'KIFID') and the relevant Public Courts. Please note that Zurich Insurance Plc, Netherlands branch is a Member of the Netherlands Insurers Association ('Verbond van Verzekeraars') and complies with the Code of Conduct for the Processing of Personal Data by Insurers (a.k.a. 'GVPV')

### 1.8.1. Right to Access

Data subjects have the right to obtain from the controller:

- Confirmation as to whether or not personal data concerning him or her is being processed and information are relating to such processing; and,
- A copy of the personal data

### 1.8.2. Information about the Personal Data

With respect to personal data relating to the data subject, the Data Protection Officer is responsible to confirm whether the personal data of the data subject is being processed.

If personal data of the data subject is being processed, the response to a request for access must contain information on:

- The purposes of the processing;
- The categories of personal data concerned;
- The recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organizations;
- Where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- The existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;

- The right to file a complaint with the supervisory authority;
- Information on the appropriate safeguards where personal data is transferred to a third country or international organization.

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## 1.9. Changes to this Privacy Notice

This Privacy Notice may be changed over time. This Privacy Notice was last updated June 2022.