

# Information about the Collection, Processing and Retention of Personal Data

## Applicant for Employment

This document describes the collection, processing and retention of personal data about you performed by

**Zurich Insurance Europe AG, Norway Branch NUF**, org.no. 991 803 017  
Bygdøy Alle 1  
NO-0257 OSLO  
NORWAY  
(hereinafter referred to as “Zurich”)

Zurich cares about protecting your personal integrity and privacy, and we want you to feel confident and secure with how we process data about you. We also want you to know why we are doing so, and what rights you have in connection with the processing.

An item of personal data is any information that can directly or indirectly identify you.

### What information we process about you and why

We process information about you so that we will be able to accommodate our legitimate interests. The legitimate interests consist of that we need to process your details in order to be able to determine whether you can and should be offered employment with us. However, we will not process your information if it is found, after a balancing of interests, that your interests and fundamental rights and freedoms carry more weight.

For these reasons, it may occur that we collect and process, inter alia:

- your contact details, for example your name, address, e-mail address, telephone number,
- information about you personally, such as your civil registration number, your qualifications, your recruitment test results, photographs of you, your actions and behaviour, your family situation and your wishes for the future,
- other information relevance concerning the issue of employment, for instance information about and from your references.

Zurich has legal obligations that impose requirements or an obligation on us to process certain information about you. For example, we are obligated to carry out verifications that our employees meet certain requirements and to prevent business relationships with companies / individuals who are subject to sanctions. In connection with this, it may occur that we receive information about your financial situation and information that may indicate criminal activities, such as a suspicion of crime, ongoing criminal investigations, court rulings or verdicts that have been pronounced.

If you so consent, it may occur that we process additional information about you. In such cases, we will always obtain written approval from you before the processing commences.

## **How and from whom we collect personal information about you**

Some of the information, you provide directly to us. This occurs for instance when you talk to us by telephone or when you send us letters, documents, e-mail messages, or submit information via a web form.

When you are asked to provide personal data, you can choose to decline. If you choose not to provide such information that is necessary for Zurich's handling of your application, there is a risk that Zurich will not be able to assess whether you can and should be offered employment with us.

We can also obtain information about you from someone else. When we have received information about you from someone else, we'll let you know what information we have received, who provided it, and why we collected this information.

## **Recipients who may obtain personal data about you**

We will share information about you when it is necessary in order to:

- comply with applicable legislation or an order from a public authority
- protect the rights of Zurich and/or our customers. This may occur for instance in legal proceedings, including but not limited to proceedings before courts, arbitration boards, other reviewing authority or investigative body, the Police and other law enforcement agencies
- use third-party providers in the recruitment process
- manage and maintain the security of our systems.

## **Storage and retention**

How long we retain your information depends upon what the data needs to be used for. For example, we retain information about applicants for employment for a limited period of time after the recruitment process has concluded. The duration of the retention period may also be affected by requirements in legislation and collective bargaining agreements.

If you would like us to retain the information we collect and process in connection with application longer than the ordinary retention period, you will need to provide a written consent for continued retention. To revoke your consent, please notify us by sending an e-mail to [nordic@zurich.com](mailto:nordic@zurich.com).

## **Your right to withdraw a consent**

If we process your information based on that you consented, you will always be entitled to revoke your consent if you so desire. Zurich will then cease the processing.

To revoke your consent, please notify us by sending an e-mail to [personvern.no@zurich.com](mailto:personvern.no@zurich.com).

## **Your rights**

You are entitled to:

- inquire to find out how personal data concerning you is processed by Zurich

- obtain an extract showing what personal data is being processed about you (registry extract)
- have inaccurate or erroneous information corrected or deleted in relevant situations
- request that our processing of information about you be restricted
- object to our processing or retaining information about you
- request that certain data you yourself have provided to us be sent to you or transferred to another party (data portability).

For further information about these rights or to assert any of them, please let us know by sending an email to [personvern.no@zurich.com](mailto:personvern.no@zurich.com).

## Complaints

If in your opinion we have committed some error in the processing of personal data about you, then you may file a complaint with the

1. Data Protection Officer at Zurich
2. The Supervisory Authority

## Contact details

### Data Controller

Zurich Insurance Europe AG, Norway Branch NUF  
[personvern.no@zurich.com](mailto:personvern.no@zurich.com)

### Data Protection Officer

[personvernombud.no@zurich.com](mailto:personvernombud.no@zurich.com)

## Supervisory authority

Datatilsynet  
P.O. Box 8177  
NO-0034 Oslo  
Telephone: 22396900  
E-mail: [postkasse@datatilsynet.no](mailto:postkasse@datatilsynet.no)