

# How we process your personal data

## Employee

This document describes the collection, processing and retention of personal data about you performed by the Zurich Nordic branch where you are a current or former employee, namely anyone of:

1. Zurich Denmark, filial af Zurich Insurance Europe AG, Germany  
Frederiksgade 17  
1265 København K  
DANMARK
2. Zurich Insurance Europe AG, Finland branch, FO-number 1996555-8  
Eteläesplanadi 22A  
00130, Helsinki FINLAND
3. Zurich Insurance Europe AG, Norway Branch, org.no. 991 803 017  
Bygdøy Alle 1  
0257 OSLO NORGE
4. Zurich Insurance Europe AG, Sweden Branch, org. nr. 516403-8266  
Postadress  
Box 5069  
102 42 Stockholm SVERIGE

(each hereafter 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 to fulfil our part of the employment contract with you.

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

- your personal and professional contact details, for example your name, address, email address, telephone number,
- information about you personally, such as your civil registration number, your actions and performance with relevance for your employment,
- information about your financial circumstances, such as information about your bank details, your expenses and outlays, your income and taxes, as well as
- information about your next of kins, such as their name, relationship vis-à-vis you, and contact details.

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 in order to do background checks on certain categories of staff or to avoid relationships with individuals that are subject to sanctions. In connection with this, it may occur that we receive information that may indicate criminal activities, such as suspicion of crime, ongoing criminal investigations and judgments/verdicts 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 employment, there is a risk that Zurich will not be able to fulfil its undertakings related to your employment.

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 share personal data about you if it is necessary for fulfilment of our commitment as your employer.

We share your professional contact details and information on your position at Zurich with companies and individuals where you are involved or impacted by the matter which involves that company or individual.

Information related to your employment as such are only shared on a need to know basis with Zurich group companies, vendors/suppliers and agents who assists or enable us to fulfil our commitment as your employer.

We will also share information about you when it is necessary 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
- manage and maintain the security of our systems

If we transfer personal data about you to a party outside of the European Union, we will ensure that the information is kept safe and secure, and the transfer occurs according to applicable legislation. This occurs via that we enter into a written agreement with the recipient, so as to ensure that it is taking adequate security measures.

You can learn more about the security measures in place concerning data transfers outside of the EU by requesting such information via sending an e-mail to [nordic.dataprivacy@zurich.com](mailto:nordic.dataprivacy@zurich.com).

## Storage and retention

How long we retain your information depends upon what the data needs to be used for. For example, we retain data about employees for as long as an employee have a possibility to file a claim based on the employment relationship. The duration of the retention period is also affected by requirements in legislation or collective agreements with trade unions, such as those relating to employer responsibility and tax.

## 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 [nordic.dataprivacy@zurich.com](mailto:nordic.dataprivacy@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)

If you would like further information about these rights or to assert to any of them, please let us know by sending an e-mail to [nordic.dataprivacy@zurich.com](mailto:nordic.dataprivacy@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. The Data Protection Officer (contact information below)
2. The Supervisory Authority (contact information below)

## Contact Information

### Controllers

Denmark

Zurich Denmark, filial af Zurich Insurance Europe AG, Germany  
[databeskyttelse.dk@zurich.com](mailto:databeskyttelse.dk@zurich.com)

## Finland

Zurich Insurance Europe AG, Finland branch  
[tietosuoja.fi@zurich.com](mailto:tietosuoja.fi@zurich.com)

## Norway

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

## Sweden

Zurich Insurance Europe AG, Sweden Branch  
[dataskydd.se@zurich.com](mailto:dataskydd.se@zurich.com)

## Data Protection Officer

### Denmark

[databeskyttelsesradgiver.dk@zurich.com](mailto:databeskyttelsesradgiver.dk@zurich.com)

### Finland

[tietosuojavastaava.fi@zurich.com](mailto:tietosuojavastaava.fi@zurich.com)

### Norway

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

### Sweden

[dataskyddsansvarig.se@zurich.com](mailto:dataskyddsansvarig.se@zurich.com)

## Supervisory Authorities

### Denmark

Datatilsynet Borgergade 28, 5.  
1300 København K  
Tlf. 33 19 32 00 [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

### Finland

Dataombudsmannens byrå  
PB 800  
00521 Helsingfors  
Växel: 029 56 66700  
E-post: [tietosuoja@om.fi](mailto:tietosuoja@om.fi)

Tietosuojavaaltuutetun toimisto  
PL 800  
00521 Helsingki  
Vaihde: 029 56 66700  
Sähköposti: [tietosuoja@om.fi](mailto:tietosuoja@om.fi)

## Norway

Datatilsynet,  
Postboks 8177,  
0034 Oslo  
Telefon: 22396900  
E-post: [postkasse@datatilsynet.no](mailto:postkasse@datatilsynet.no)

## Sweden

Integritetsskyddsmyndigheten  
Box 8114  
104 20 Stockholm  
Telefon: 08-657 61 00  
E-post: [imy@imy.se](mailto:imy@imy.se)