

PRIVACY STATEMENT FOR JOB APPLICANTS

This Privacy Statement explains why and how we process your personal data, how we protect it and for how long we retain it. We keep your data as safe and secure as reasonably possible, protecting it against loss and unauthorised disclosure or access and we will handle your personal data in strict compliance with applicable data protection laws, including the General Data Protection Regulation 2016/679 of 27 April 2016 (GDPR).

1. Who will process my personal data?

The 'Data Controller' of your personal data will be:

Insurance Europe aisbl
Rue Montoyer 51
1000 Brussels
Company number: 0893.193.420
hr@insuranceeurope.eu

We will refer to Insurance Europe aisbl as 'Insurance Europe' hereafter.

2. Which categories of personal data will be processed?

Personal data is all information about you from which you can be identified. Anonymous data, from which it is not possible to identify you, is thus not considered personal data.

The processing of personal data will include the following:

- Your name, surname, e-mail address, postal address, phone number
- Other personal data such as your date and place of birth, nationality, gender, hobbies and interests, if you provide them to us
- Your picture if you give it to us on a voluntary basis (eg in your CV)
- Data about your professional experience (eg profile, data on previous employers, termination of previous employment, work undertaken, special projects), including reference checks if you have provided us with them in your CV
- Data about your education (eg diplomas, certificates, internships, special training)
- Your language skills
- If applicable, whether you possess a permit to work and/or reside in the European Economic Area (EEA)
- Any other personal data that you provide us with as part of your application, in your CV or motivation letter
- Digital assessment via the internet (social media presence), insofar as this presence is open for us to see
- Salary expectations
- Any other personal data (other than mentioned above) that we are obliged to process by virtue of the law

You are not required to provide us with this data. However, not doing so might adversely affect your chances of recruitment.

Please note that — as a general rule — we do not process and we will not ask you to provide us with special categories of data ¹. We will only process these categories of data if you reveal them voluntarily to us, eg by mentioning them in your CV.

3. What is the purpose of and legal ground for processing my personal data?

The purpose of processing your personal data is to register your application for a job in our company and, if this application leads to our selection procedure, make a profile of you, meaning that Insurance Europe will process all the data that is required for us to assess your job application with a view to potential recruitment. This evaluation can also imply an evaluation by a third party ('assessment').

The processing of your data is therefore necessary in order to take steps prior to entering into an employment contract and is in Insurance Europe's legitimate interests, ie the interest to assess and evaluate you before deciding whether to make an offer of employment, which is also in your interests or at least these do not override our interests.

In the event of a positive evaluation and decision to hire you, we will also use your personal data to prepare an employment contract.

In the event of a decision not to hire you, we will retain your personal data for a period of time (see 7) in order to be able to contact you if any future job opportunities appear to match your profile. This is also in the legitimate interests of Insurance Europe.

4. Who will have access to my personal data?

The Human Resources Department and your envisaged hierarchic superior(s) will have access to your personal data on a strict 'need-to-know' basis for the purposes described above.

We do not pass on your information to any other third party, with the possible exception of our assessment centre, at the moment Verpoucke Consulting (having its registered office at Drève des Catulas, 5 – 7850 Enghien and with company number 0866-626-209).

5. Will Insurance Europe make use of solely automated decision-making?

Automated decisions are defined as decisions about individuals that are based solely on the automated processing of data and that produce legal effects or that significantly affect the individuals involved.

As a rule, Insurance Europe does not base its decision whether or not to hire you solely on automated processing of your personal data.

6. How long will Insurance Europe keep my personal data?

We will only hold your personal data for as long as it is necessary for the purposes described above. In the event that the recruitment does not result in an employment relationship, your personal data will be retained for a maximum period of one year from the end of the job application procedure for the purposes described under 2. Emails and back-ups may be kept for up to 15 years.

¹ Special categories of data are data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

7. What are my rights regarding the processing of my personal data by Insurance Europe and whom can I contact?

You have several rights regarding the data we hold about you, including the right to:

- Access your personal data. This includes the right to obtain a copy of the personal data undergoing processing to the extent that this would not adversely affect the rights and freedoms of others
- Rectify your inaccurate personal data, including supplementing incomplete data
- Erase your personal data if there is no (longer a) lawful ground for us to process it
- Ask to receive the personal data you provided to us, in a structured, commonly-used and machine-readable format or ask us to transfer this data to another company
- Restrict the processing of your personal data when, for instance, you contest the accuracy of the processed data or you consider that we do not have legal grounds for such processing

You have the right to object at any time when we process your personal data based on our legitimate interest. We will then cease the processing unless we have compelling legitimate grounds for the processing.

In addition, you have the right — if you feel that Insurance Europe did not act in line with data protection legislation — to lodge a complaint with the supervisory authority of your habitual residence, of your place of work or of the place of the alleged infringement.

If you have any questions about how we process your data or you would like to exercise your rights, you can send us an e-mail at privacy@insuranceeurope.eu. Your contact at Insurance Europe for any further information about these rights is:

Koen Ameye, tel: +32 2 894 30 00

8. Changes to this Statement

We may modify or amend this Privacy Statement in the future. Should this happen, the revised Privacy Statement will be posted on our website and you may be notified by e-mail.