

## Munich Re Specialty Group UK Services Limited - Job Applicant Privacy Notice

This privacy notice is designed to help you, as an applicant for a job at Munich Re Specialty Group UK Services Limited, understand how we process your personal data.

<b>The Data Controller for MRSG UK Services Ltd is:</b>
Munich Re Specialty Group UK Services Limited 1 Fen Court, London, EC3M 5BN Tel: +44 (0) 20 7886 3900

<b>The Data Protection Officer for MRSG UK Services Ltd is:</b>
The Data Protection Officer Munich Re Specialty Group UK Services Limited 1 Fen Court, London, EC3M 5BN Tel: +44 (0) 20 3003 7000 Email: <a href="mailto:p0060011432@munichre.com">p0060011432@munichre.com</a>

Please contact the Data Protection Officer if you have questions concerning this privacy notice or your Data Subject Rights. These include:

- Subject Access Request: To request access to your personal data and information around its processing.
- Data Portability: The transfer of your personal data to another Data Controller or yourself.
- Erasure: To have your personal data removed or deleted under certain conditions.
- Rectification: To have your personal data corrected if it is inaccurate.
- Restrict Processing: To restrict processing where your personal data is inaccurate or the processing is unlawful.
- To object to direct marketing.
- To object to processing based on legitimate interest.

If you are unhappy with any response or have a complaint. You can raise this with:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF. Tel: +44 (0) 303 123 1113

## What information about you do we collect and process

### Personal Data

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Individual Information.	<p>Name, address and contact details, including email address and telephone number.</p> <p>Details of your qualifications, skills, experience and employment history.</p> <p>Information about your current level of remuneration, including benefit entitlements.</p> <p>Information about your entitlement to work in the UK.</p>	<p>The data mainly comes from yourself.</p> <p>We may collect this data in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.</p> <p>We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you in doing so.</p>	<p>Your data may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.</p> <p>If your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.</p>	We will need to process your data to enter into a contract with you.	To support your application for an employment contract.
				In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.	Processing is necessary for the purposes of obligations conferred by law in connection with employment.
					We may also need to process data from job applicants to respond to and defend against legal claims.

## Special Categories of Personal Data

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Individual Information.	Gender (legal), race, ethnicity, religion, belief, disability and health information.	Yourself.	Your data may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team.  If your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.	We will need to process your data to enter into a contract with you.	Processing is necessary for the purposes of obligations conferred by law in connection with employment.
	Sanctions checking.	Government agencies.		To comply with any legal requirements.	
				To prevent fraud and potential crimes.  To protect the Company's position in the event of legal proceedings.	
	Gender (identity), sexual orientation and neuro diversity	Yourself.	Your data may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team.	Equal opportunity treatment	Consent

## Use of Your Consent to Process Personal and Special Categories of Personal Data

Your caring responsibilities, social mobility, gender (identity), sexual orientation and neuro diversity data is entirely optional and you are under no obligation to disclose this information. If you choose to do so, then we will require your consent to process this data.

You may withdraw your consent for us to process this data at any time by contacting the Data Protection Officer (details as above).

## **Protection of your information**

Your privacy is important to us and we follow strict security and organisational procedures in the processing, storage, destruction and disclosure of your information. This is to prevent unauthorised access or loss of your information.

## **Data Retention**

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## **Transfer of Data**

We will not transfer your personal data to any countries that do not provide an adequate level of data protection.

However, your personal data may be disclosed to companies within our Group even if they are located outside the UK or EEA. In all these cases, we ensure that there is a full adequate level of data protection in place and adhered to by these parties.

You can find out the details about any other companies we have shared your personal data with by contacting the Data Protection Officer at the address provided at the top of this information notice.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

## **Changes to this MRSG UK Services Limited - Job Applicant Privacy Notice**

If we make changes to this privacy notice, the revised notice will be published on our website.