

Privacy Notice for the Processing of your Applicant Data

This notice is designed to provide you with information about the processing of your personal data by General Reinsurance AG and about your rights according to data protection law.

Data controller – Who are we?

General Reinsurance AG
Theodor-Heuss-Ring 11,
50668 Köln, Deutschland
Tel.: +49 221 9738 0
Fax: +49 221 9738 494
E-Mail: AskGenRe@genre.com

You can contact our Data Protection Officer at this address by marking your correspondence for the attention of the Data Protection Officer or by emailing to: DPO_EU@genre.com.

What categories of data do we use and where do they come from?

The categories of personal data processed encompass all data that you provide to us in the course of the application process with your application documents (cover letter, curriculum vitae, references, letters of recommendation etc.), in questionnaires or discussions.

This includes, in particular, your master data such as forename, surname, name affixes, citizenship, your contact details (private address, (mobile) phone number, e-mail address etc.), photo, your skills, qualifications and previous employment as well as salary expectations. In addition, special categories of personal data (such as degree of disability) may also be processed if you voluntarily provide these data to us in the application process.

Generally speaking, your personal data are collected directly from you in the context of the recruitment process. We may also have received data from third parties (such as a job placement service) to whom you provided your data for forwarding.

In addition, it may happen that we process personal data about you that we have permissibly obtained from publicly accessible sources (e.g. professional social networks).

For what purposes and on what legal basis do we process your data?

We process your personal data in compliance with the EU General Data Protection Regulation (GDPR) and relevant national laws in the EU member states.

It is necessary to process your applicant data in order to be able to implement and complete the application process, to decide on the establishment of an employment relationship and for its preparation (e.g. drafting of the employment contract).

The primary legal basis here is Art. 6 (1) b) GDPR*. In addition, your separate consent pursuant to Art. 6 (1) a), 7 GDPR* may potentially be used as a basis for permission in data protection law (e.g. in order to obtain references from former employers or to keep your applicant data for future vacancies). Where necessary, we also process your data on the basis of Art. 6 (1) f) GDPR* in order to safeguard our legitimate interests or those of third parties (e.g. our parent company in the United States).

The processing of special categories of personal data (e.g. health data) is based upon your consent pursuant to Art. 9 (2) letter a GDPR and Art. 7 GDPR*, unless circumstances exist in which permission is granted under relevant legislation such as Art. 9 (2) letter b GDPR*.

For some roles, the company is obliged to seek information about criminal convictions and offences. Where the company seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. We are also obliged to screen applicant data against various international sanctions lists (anti-terror lists) in order to prevent cash flows to persons named on these lists. The legal basis here is Art. 6 (1) letter c and f GDPR in conjunction with relevant EU and/or national laws.

For other purposes not mentioned here we use solely anonymised data. Should we wish to process your personal data for a purpose not stated above, we will inform you beforehand within the framework of the statutory provisions.

(* and, if applicable, in conjunction with relevant national laws in the EU member states.)

Categories of recipients of personal data

► Data processing within the Gen Re group of companies

Within our organisation your personal data are provided solely to those persons and offices who require them in order to implement the application process and take the recruitment decision as well as to fulfil our (pre-)contractual and statutory duties. This group of recipients includes, for example, human resources management and the employees in the human resources department responsible for recruitment, the managers and employees of the specialist unit participating in the recruitment decision. Insofar as we have received and process personal data from you (which may include special categories of data, e.g. health information) for the aforementioned purposes, these will in some cases also be processed by associated companies of General Reinsurance AG including those in countries outside the European Union, e.g. the U.S. and AsiaPac. This happens as part of:

- Group-wide job and applicant management;
- general IT services provided by General Reinsurance Corporation for its subsidiary General Reinsurance AG;
- internal auditing.

► External service providers

We use the following categories of external service providers in order to meet some of our contractual and statutory obligations:

- personnel service providers (temporary employment agencies and recruitment agencies);
- translators for the translation of application documents;
- IT service providers for the maintenance, operation and backup of systems and applications; data recovery and data media destruction;
- data management service providers for the storage and destruction of files;
- audit service providers for conducting internal audits and IT security audits.

► Additional recipients

Furthermore, it might be necessary to share your data with public authorities in order to fulfil statutory reporting obligations.

What rights do you have in respect of your personal data?

► Right to access, rectification, erasure, restriction of processing and portability

You can submit an access request to the above-mentioned address to obtain information about the data that we store on your person. Furthermore, in certain circumstances you have the right to have your personal data rectified or erased. You may also have a right to restrict the processing of your personal data and a right to receive the personal data that you have provided to us in a structured, commonly used and machine-readable format.

► Right to object to processing

If we process your data in order to safeguard legitimate interests you have the right to object to such processing if your particular situation gives rise to reasons that oppose the processing of your personal data.

► Right to lodge a complaint

You have the option to lodge a complaint with the aforementioned data protection officer or a data protection supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement.¹ The following data protection agency has responsibility for us:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen
(Data Protection and Freedom-of-Information Officer for the State of North Rhine-Westphalia)
Postfach 20 04 44
40102 Düsseldorf
Tel.: 0211/38424-0
Fax: 0211/38424-10
E-mail: poststelle@ldi.nrw.de
Internet: www.ldi.nrw.de

► Right to withdraw your consent

If we process your personal data on the basis of your consent, you have the right to withdraw this consent at any time. The withdrawal of your consent might impact the further processing of your personal data in regard to the purpose. More details on the consequences of a consent withdrawal are included in the information provided to you with the consent form.

Transfer of your personal data to a third country

Should we transfer personal data to recipients outside of the European Economic Area (EEA), this transfer only occurs if the European Commission has confirmed the adequacy of the protection of personal data in the third country or if other adequate data protection guarantees (e.g. binding internal corporate data protection rules or EU standard contractual clauses) are in place. Detailed information on this and on the data protection level of recipients in third countries can be requested through the above-mentioned contact details.

¹ Contact details of all European Data Protection Authorities can be found on the European Commission's official website at http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index_en.htm

Retention and erasure of your personal data

We retain your personal data for as long as is necessary for the purpose(s) set out above, or for as long as is required by law. We erase your personal data as soon as they are no longer required for the aforementioned purpose(s). It may be the case that personal data is stored until no further claims may be asserted against our company.

In general, if your application for employment is unsuccessful, the company will hold your applicant data on file for six months after the end of the relevant recruitment process, unless a different retention period is envisaged by national laws. 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.