

Information on the Processing of your Applicant Data

This is to inform you about the processing of your personal data by New Reinsurance Company Ltd. (NewRe), and your rights under Swiss data protection legislation.

Who is responsible for processing your data?

New Reinsurance Company Ltd.
Zollikerstrasse 226
8008 Zurich
Switzerland
Telephone +41 (0)58 226 65 00

If you have any questions about this information, please contact our Legal & Compliance department at the above mentioned address (with the addressee "Legal & Compliance"), or by sending an email to dataprotection@newre.com.

Which data categories do we use and where do they originate from?

The categories of personal data that we process include, in particular, your name and nationality, contact details (e.g. address, phone number or email address) and also data relating to the entire application process (in particular, covering letter, CV, certificates, questionnaires/interviews, details of your qualifications and work experience). Sensitive personal data such as data concerning health, religious affiliation, degree of disability are not needed to process your application. We use this data only if you have voluntarily provided it in the course of the application process and its use is justified by your consent or a statutory permission.

When you come to an interview to our premises, you will be recorded like other visitors by the video surveillance system at our office building (particularly at the entrance to the building, fingerprint access points, exterior walls of the building and at the gates/doors to our parking garages).

As a rule, your personal data will be collected from you directly within the scope of the recruitment process. In addition, we may also have received data from third parties (e.g. recruitment agencies), to which you have provided your data for disclosure.

For what purposes and on what legal grounds will your data be processed?

We process your personal data in compliance with the Swiss Code of Obligations, the Swiss Federal Act on Data Protection, the Ordinance to the Federal Act on Data Protection and other applicable laws (e.g. Swiss Federal Act on Gender Equality).

Data processing is used primarily for implementing and handling the application process and assessing your suitability for the relevant position. Processing your application data is necessary in order to be able to take a decision on the conclusion of an employment relationship. In some areas, we may rely on your separate consent e.g. regarding the use of your application documents for other Munich Re Group vacancies. Where you give such consent, you have the right to revoke it at any time with effect for the future.

NewRe as part of the Munich Re Group as a global enterprise also operates using matrix structures. In matrix structures, besides a legal/disciplinary supervisor ("legal view") there is also a professional supervisor ("management view"), who may be at another Group company in a different

country. If in such a case, a position is advertised for the NewRe location, for example, the future disciplinary supervisor in Zurich will receive your application documents. But the professional supervisor, who may be at another location, in Munich for example, will also get access to your data, as he (or she) supervises future staff professionally. We base this disclosure of your data on the Group's legitimate interests.

We may also process your data to fulfil our legal duties as a potential employer based on legal or supervisory provisions (e.g. in accordance with social security requirements).

Processing your data is also necessary for us to protect our security interests, especially for our video surveillance.

We have state-of-the-art technical and organisational security measures to protect your personal data against accidental or intentional manipulation, loss, destruction, and access by unauthorised parties.

Your personal data will be treated confidentially at all times. Should we wish to process your personal data for any other purpose than those mentioned, we will inform you of this in advance in accordance with the legal requirements.

Who receives your data?

Your application data is treated confidentially at all times. Within our company, the only persons that will have access to your personal data will be those that need it for the recruitment decision and to fulfil our (pre-)contractual and legal requirements.

Where we are unable to offer you any vacant job position, but your profile gives us reason to believe that your application could possibly be of interest for future job openings within our group of companies, we will pass your application details on to other Group companies, provided you have given us your explicit consent to do so.

Where the vacant job position is in a matrix organisation, your details may also be passed to supervisors in other companies of our global Group. The job posting will always indicate whether a vacancy is in a matrix structure.

Our IT systems and the online applications platform are administered by Munich Re, which in turn uses other service providers for operating the systems/platform. You will therefore be directed to a Munich Re page when submitting your application data. When applying for a NewRe position, your application data will only be used for that particular position and be shared within the respective department(s) at NewRe which are concerned with your application unless you explicitly consent otherwise. It may however be possible that certain authorised employees at Munich Re or at third party service providers may also gain access to your personal data by operating/administering the application platform and by managing the application process. The categories of service providers can be found [here](#).

Where required or permitted by law, authorities, courts or professional advisors may also gain access to your personal data.

Where and how do we transfer data to countries outside Switzerland?

We may process and transfer your data to anywhere in the world where Munich Re, its group companies, our service providers or other recipients are located.

An overview over Munich Re's worldwide offices can be found [here](#). Service providers or other recipients may be located in Switzerland, the EU or in other countries worldwide, particularly in Asia (e.g. India) or the US. An overview over subcontractors that are used by NewRe's service provider Munich Re can be found [here](#).

We only share your personal information on a basis that guarantees adequate data protection in accordance with applicable data protection laws. Should we pass on personal data to service providers or Group companies outside Switzerland, we will do so only if the Federal Council has confirmed that the respective third country's level of data protection is sufficient or if data protection is otherwise sufficiently guaranteed. The level of data protection in certain third countries (particularly the US) does not correspond to the Swiss data protection level and there is a risk that your data may be processed by authorities, possibly without the possibility of legal recourse. For data transfers into such countries, we ensure that the necessary data protection measures are implemented (e.g. binding corporate rules on data protection or standard contract clauses that have been recognised by the Federal Data Protection and Information Commissioner). In some rare cases, an appropriate level of data protection may be unnecessary if for example you have explicitly agreed to the disclosure.

The companies in the Munich Reinsurance Group have adopted binding corporate rules (BCRs). Appropriate data protection guarantees are therefore in place worldwide at these Group companies.

You can request detailed information on this, as well as on the level of data protection of our service providers in third countries, at the points of contact mentioned above.

How long will your data be stored?

Generally, we will delete your personal data six months after completion of the application process. This does not apply if you consent to a longer storage of your data, if statutory provisions preclude deletion or if further storage is necessary for the performance of the employment contract, for evidential purposes or if you have consented to a longer period of retention.

What privacy rights can you claim as a data subject?

You may request information at the address indicated above about the personal data we have stored under your name. In addition, under certain conditions, you may request that your data be deleted or corrected. You may also have a right to restrict the processing of your data and a right to have the data you have made available disclosed in a standard electronic format.

If we process your data for the purpose of safeguarding legitimate (Group) interests, you may lodge an objection to such processing at the above address, provided your particular situation presents grounds for opposing such data processing. We will then stop the processing, unless we have compelling legitimate grounds not to do so that override your interests, or if processing serves the establishment, exercise or defence of legal claims.

If you wish to complain, you can contact the Legal & Compliance department mentioned above.

Are you obliged to provide your data?

Within the scope of your application, you are obliged to provide the personal data required for performing the application process and the assessment of suitability. Without this data, we will not be able to conduct the application process and will not be able to make a decision on the conclusion of an employment relationship.

Changes to this information

We will notify you as required of any pertinent changes to the information in this document.