

Job Candidate Data Protection and Privacy Notice¹



¹ This Job Candidate Data Protection and Privacy Notice applies to all Zurich North America (collectively "Zurich") Job Candidates in the U.S. only.

1. Job Candidate Data Protection and Privacy Notice

The purpose of this Job Candidate Data Protection and Privacy Notice (“Notice”) is to inform you about how your personal information may be processed. In the context of your application for employment, we collect and process certain individually identifiable information about you (“Personal Information”). If your status changes to an employee, this Notice would be superceded by the Employee Data Protection and Privacy Notice.

2. What Personal Information do we collect and process?

Throughout the employment application process, we collect and process certain Personal Information about you. We collect and process your Personal Information for purposes that are permitted or required by applicable law, regulations, and to allow Zurich to fulfill its business needs. The Personal Information we collect and process may include in particular the following categories:

- **Contact information**, such as full name, including title and name at birth; home address; phone number(s); email address; and references.
- **Other Personal Information**, such as gender, race, and ethnicity, veteran and disability status, if any; if travel is required, date of birth and passport number; and, for positions involving the issuance of a company car and when a background check is requested, Driver’s License Number; candidate details; current employer; work and corporate title; education; qualifications; desired function and work location; licenses; certificates; work experience; and resume information.

3. Sources of collecting Personal Information

We collect Personal Information from the sources listed below:

- Directly from you, such as through your data input into our data processing systems, the application process or via other forms or information you provide to us in connection with your engagement with us (job application, employment contract, if applicable, benefit application and forms, if applicable); and
- From third parties, including references, former employers, and employment recruitment agencies, subject to the requirements of applicable law.

4. Why do we process your Personal Information?

Zurich collects and uses your Personal Information only for its legitimate business purposes, including, but not limited to:

- Compliance with applicable legal or regulatory requirements
- Compliance with internal policies and processes
- Fraud prevention and detection
- Training and development
- Expense tracking and budgeting
- Talent management

We will not use your Personal Information for other purposes without your consent.

4.1 Disclosure of Personal Information and categories of recipients

Your Personal Information will be disclosed within Zurich and may be disclosed to affiliated companies of the Zurich group, but only to those Zurich employees who need access to your Personal Information to perform their duties for the purposes listed above or where required by applicable law and/or regulations.

4.2 Cross-border transfers of Personal Information

Due to the multinational character of the Zurich group, your information may be shared outside of the United States.

Zurich will take steps to ensure that such recipients act in accordance with applicable law and provide an adequate level of protection for your Personal Information by the means of:

- Contractual measures like the multilateral group data protection agreement Zurich has in place and/or standard contractual clauses
- Appropriate technical and organizational security measures.

5. Retention Period

We strive to retain your Personal Information no longer than is necessary to carry out the purposes listed in this Notice or as required by law. Your Personal Information will be stored by Zurich for the periods set out by law and according to local Record Retention Schedules.

6. Your rights

Under applicable law, you have rights to:

- (i) Request and receive information on any third parties to whom Zurich North America has disclosed Personal Information for marketing purposes within the previous calendar year, along with the type of Personal Information disclosed;
- (ii) Know whether we hold Personal Information about you and to access such information;
- (iii) Know the types/categories of information we have about you;
- (iv) Know who your information has been shared with;
- (v) Know the business purpose for sharing your information;
- (vi) Request correction of Personal Information about you that is inaccurate;
- (vii) In certain cases, request that your information is made available to you or a third party in commonly used, machine readable format;
- (viii) Restrict or "opt-out" of having your Personal Information shared with a third party; and
- (ix) In certain circumstances, you have a right to restrict the processing and also to object to the processing of your Personal Information in accordance with the applicable data protection regulations and request erasure of your information.

If you wish to exercise any of the above rights, you may do so via:

- Our "Do Not Sell My Personal Information" [online form](#)
- Our "Data Subject Request" [online form](#)
- Contacting us at the toll-free number: 1-800-382-2150

You also have the right to file a complaint with a supervisory authority and seek other legal remedies available to you in connection with the processing of your Personal Information.

Zurich does not currently carry out automated decision making and profiling. If this changes we will inform you about how you can exercise your rights.

7. Changes to this Notice

Should we significantly change our Personal Information practices or this Notice, we will issue a revised Job Candidate Data Protection and Privacy Notice and/or take other steps in accordance with applicable laws.