

## EMPLOYEE PERSONAL INFORMATION PRIVACY NOTICE

Zurich Insurance Plc is a public limited company incorporated in the Republic of Ireland- regulated by the Central Bank of Ireland (CBI)- Registered Office: Zurich House, Balisbridge Park, Dublin 4, Registered in Ireland

**Zurich Insurance Plc, Belgian branch**  
Corporate Village, Building Caprese  
Da Vincilaan 5  
1930 Zaventem  
Belgium

**Zurich Insurance Plc, Netherlands branch**  
Muzenstraat 31  
2511VW Den Haag  
The Netherlands

We care about your privacy and are committed to processing your personal information in accordance with fair information practices and applicable data privacy laws. This is information on how Zurich processes your personal data and on the rights you have as a data subject

### **Scope**

This notice explains how Zurich Insurance handles the personal information of employees, interns, interims, former employees, contractors and consultants in the course of its human resources activities.

### **Collection and Use of Personal Information**

We process your personal information for the execution of the employment contract that we have with you, for the pursuit of legitimate interests (run our business and manage of our Human Resources: performance management, learning and development,...) and our legal obligations (compliance with labour laws, social security laws,...). This whilst you are working for us, at the time when your employment ends and after you have left.

In the normal course of human resources activities, we can collect the following types of personal information:

- **Personal identification information**, such as your name, home address, date of birth, gender and home phone number;
- **Government-issued identification numbers**, such as national ID for payroll purposes;
- Immigration, right-to-work and residence status;
- Family and emergency **contact details**;
- **Job-related information**, such as years of service, work location, work record, vacation absences, and contract data;
- **Educational and training information**, such as your degrees and your in-house training attendance;
- **Recruitment and performance-related data**, such as objectives, ratings, comments, career history
- Information related to your **usage** of Zurich's assets;
- Information needed for **compliance and risk management**, such as disciplinary records, background check reports and security data; and
- **Payroll- and payment or benefits-related information**, such as salary and insurance information, and bank account details

If you do not provide this data, we may be unable in some circumstances to comply with our obligations and/or run our business and we will tell you about the implications of that decision.

### **Disclosures**

We may disclose your personal data for the purposes as described above and in respect with the privacy laws to

- A social secretary

- Other Zurich entities, joint ventures, subcontractors, vendors or suppliers who perform services on our behalf for the aforementioned purposes;
- A newly formed or acquiring organization if Zurich Insurance is involved in a merger, sale or a transfer of some or all of its business;
- Any recipient, if we are required to do so, such as by applicable court order or law;

### ***Your Rights***

Under the applicable data privacy laws, you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. You are entitled to copies of your personal information held by us as data controller. We will provide you with a copy of the personal data kept by us as soon as may be practicable and in any event not more than 30 days after the request in writing.

All requests should be addressed to the Data Protection Officer, at the address detailed below. If the information we hold about you is inaccurate, please let us know and we will make the necessary amendments and confirm that these have been made within reasonable time of receipt of your request. There is no fee for this.

You have the right to lodge a complaint to the local supervisory authority if you believe that we have not complied with the requirements of any applicable data privacy law with regard to your personal data. In the Netherlands the "Autoriteit Persoonsgegevens" and in Belgium the "Gegevensbeschermingsautoriteit".

### ***International Transfers***

In limited and necessary circumstances, your personal information may be transferred outside of the country where you work (this for the purposes as mentioned above), including to countries that do not provide the same level of protection for your personal information. Zurich Insurance is committed to protecting the privacy and confidentiality of personal information when it is transferred. Where such transfers occur, we will assure that adequate protection exists either through appropriate contractual arrangements or as required by law. Zurich will continue to revise policies and implement additional security features as new technologies become available.

### ***Security***

Zurich Insurance takes precautions to protect personal information from loss, misuse, and unauthorized access, disclosure, alteration, and destruction. We have taken appropriate technical and organizational measures to protect the information systems on which your personal information is stored and we require our suppliers and service providers to protect your personal information by contractual means.

### ***Retention***

Your personal information will be retained as long as necessary to achieve the purpose for which it was collected, usually for the duration of any contractual relationship and for any period thereafter as legally required or permitted by applicable law.

### ***Changes to the Privacy statement***

Zurich reserves the right to change this Privacy statement from time to time in its sole discretion and in line with the applicable data privacy laws. When we do, we will also revise the 'last updated' date at the bottom of the privacy statement. We encourage you to periodically review this privacy statement to stay informed about how we are helping to protect the personal information we collect.

### ***Handling Privacy Concerns***

If you have any questions about this notice or if you believe that your personal information is not handled in accordance with the applicable law or this notice, you have several options:

- Consult the Data Protection Officer

For NL: Goddin Lee, DPO ZIP NL Branch

[goddin.lee@zurich.com](mailto:goddin.lee@zurich.com) Zurich Insurance plc, Netherlands branch

Muzenstraat 31

2511VW Den Haag

For BE: Nathalie Parmentier, DPO ZIP BE Branch

[nathalie.parmentier@zurich.com](mailto:nathalie.parmentier@zurich.com)

Zurich Insurance plc, Belgian Branch

Da Vincilaan, 5

B-1930 Zaventem

- Contact the Privacy Office at [privacy.netherlands@zurich.com](mailto:privacy.netherlands@zurich.com) or [privacy.belgium@zurich.com](mailto:privacy.belgium@zurich.com)

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