

Data Privacy Notice for Allianz Recruiting System

Allianz offers you a standardized online job application system (“Allianz Recruiting System”). The use of the Allianz Recruiting System involves the processing of your personal information (this is data which can be linked/attributed to you, “Personal Data”). Allianz will protect your Personal Data in the context of using the Allianz Recruiting System.

At the end of this privacy notice, you can access a list of [Allianz companies](#) who are using the Allianz Recruiting System (“Allianz Companies”, “Allianz“, “we”, “us” or “our”) to display jobs and manage applications. Kindly note that this privacy notice does not apply to you, if you are a candidate applying to one of the Allianz USA-based entities, e.g. Allianz Life Insurance Company of North America and its subsidiaries in the USA or AGA Service Company, registered in the USA. Please check the Allianz Life Insurance Company of North America and/or AGA Service Company privacy policies for information about how your personal information is collected, used and disclosed.

This privacy notice sets out which kinds of Personal Data will be collected, processed and used via the Allianz Recruiting System, for which purposes this Personal Data will be processed, with whom this Personal Data may be shared and which rights you have in relation to its processing.

1. Who is responsible for the processing of your Personal Data?

Allianz SE, located in Koeniginstrasse 28, 80802 Munich, Germany, is the responsible data controller for the operation of the Allianz Recruiting System when you register and set up your profile. Once you submit an application to a company within Allianz Group (an “[Allianz Company](#)”), this Allianz Company will be the responsible data controller for the further application process, i.e. the evaluation and handling of your application. In that case, please refer to the recruiting privacy notice of the respective Allianz Company for further details.

2. What Personal Data will we collect?

The following types of your Personal Data are collected in Allianz Recruiting System:

- Login details: e-mail address and password;
- Basic Personal Details: first name, last name, email address, phone number, country of residence, date available for this job; Upon voluntary basis: middle name, street and number, city, postal code, referrer name; gender identity (depending on the country of the position you apply for)
- Information you provide to us in your resume and/or cover letter and/or additional documents;
- Any other personal information that you voluntarily decide to include in your resume and/or cover letter and/or additional documents;
- Your eventual job preferences you may have pro-actively shared as outlined below in Section 3; Your IP address and browsing behaviour as outlined below in Section 3;

3. For which purposes do we process your Personal Data?

We will process your Personal Data for the following purposes:

- To create your candidate profile in the database, for technical support or for other related purposes, such as to present tailored job opportunities to you;
- To submit your application to Allianz Companies, as per your instruction via the Allianz Recruiting System;
- To receive job posting notifications;

- a) Based on the keywords you have entered in the search on the Career site. You can opt-in to use this feature by saving a particular search and selecting the frequency of email notifications you want to receive.
- b) You can opt-in to receive job notifications based on the job title which you have applied to. You can do so by checking the checkbox “Receive new job posting notifications” when registering. The full list of the saved Job Alerts you will find in your profile by clicking on Options à Job alerts. There you can also delete or change them.

- To receive email marketing newsletters if you opt in this feature. You can do so in two alternative ways:

- a) By ticking the checkbox “Hear more about career opportunities” on account creation in the section “Notification” / in your existing candidate profile in the section “Search Options and Privacy”
- b) By ticking the checkbox “Yes, I want to receive career newsletters.” by filling the data capture form directly on our Allianz Career Website.

- To track your activity on your candidate profile and applications in Allianz Recruiting System. The following activities are tracked: Login / submit of data capture form / saving a draft of a job application / abandoning the job application / application for a job.

- To initiate the onboarding process in case of hire;

- To establish, enforce or defend against legal claims and to meet legal obligations (for example, accounting, regulatory and administrative obligations), to comply with requests from courts or regulators or where it is necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person or violations of Allianz policies or terms.

We will create anonymized reports where we will only use anonymized information, not Personal Data, so that we can assess, for example, how many people applied for a specific job, without analyzing specific applications.

4. Who will have access to your Personal Data?

For the purposes mentioned above, we will disclose your Personal Data to the following recipients or categories of recipients:

- HR-related functions within Allianz (for example recruiters, HR business partners, HR shared services centers, HR super admin users);
- Other Allianz Companies :
 - o if you decide to make your profile available to other Allianz Companies in your country of residence or all Allianz Companies worldwide by selecting the respective option in your profile in the section “Search Options and Privacy” (you can change your choice anytime in this section on your profile), or
 - o if you submit an application to such Allianz Company(ies);
- Third party agents, service providers and advisers (for example, for providing HR or IT maintenance and support);
- Law enforcement, government authorities or courts where necessary to comply with applicable laws;
- Other parties in the event of any contemplated or actual reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in any insolvency or similar proceedings).

We will not disclose your Personal Data to any parties who are not authorized to process them.

5. On which legal bases do we collect, process and use your Personal Data?

In the context of the Allianz Recruiting System, we will collect, process and use your Personal Data on the basis of your consent to this Data Privacy Notice:

- To create and store your candidate profile in line with this Data Privacy Notice;
- To make your profile available to Allianz Companies, either via direct application or via your selected option for profile visibility in your candidate profile (as mentioned above in Section 3);
- To present tailored job opportunities to you based on your saved search keywords and/or job postings you have applied to (as mentioned above in Section 3);

As the case may be, we will also process your Personal Data where this is necessary:

- To comply with a legal obligation to which we are subject (for example, where we have to produce Personal Data upon a legitimate and lawful request of a public authority);
- For our legitimate interests (such as to protect Allianz from harm by preventing or detecting illegal activities, fraud or similar threats; to establish, exercise or defend against legal claims; or to create anonymized reports to gain further insights to improve our offering and to perform statistical analysis). We will not process your Personal Data based on our legitimate interests if we determine in a case-by-case assessment that our interests are overridden by your interests or fundamental rights and freedoms. If you wish to receive further information on our assessment, please contact our Data Protection Officer as set out in Section 12 of this privacy notice.

6. Where will my Personal Data be processed?

Your Personal Data may be processed worldwide, both inside and outside of the EU and the European Economic Area ("EEA"), by the parties specified above in Section 4. Please note that all countries, also within the EU or EEA, have different laws regarding the protection of Personal Data. When your Personal Data is transferred from your own country to another country, the laws and rules that protect your Personal Data in the country to which your information is transferred to may be different from those in your country and thus provide a lower data protection standard.

If you are resident of the EU or EEA and your Personal Data is transferred outside the EU or EEA, we will ensure that the recipient of the Personal Data provides an adequate level of data protection, in particular, by implementing contractual safeguards such as the Allianz Privacy Standard as binding corporate rules between Allianz Companies for the transfer of Personal Data (for further information please consult our webpage under: [Privacy Statement \(allianz.com\)](https://allianz.com/privacy-statement) or contact our Data Protection Officer as set out in Section 12), and standard contractual clauses approved by the European Commission (more information can be found here: https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en).

7. How do we protect your Personal Data?

Allianz maintains appropriate technical and organizational security measures designed to protect your Personal Data against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use. All our employees and contractual partners are bound by confidentiality and may only process your Personal Data based on the "need-to-know" principle.

8. How long do we keep your Personal Data?

We are committed to keep your Personal Data no longer than necessary to fulfil the purposes the data was collected for or to fulfil our legal obligations. Therefore, your Personal Data will generally be deleted according to the following deletion rules:

- a) The Personal Data on your candidate profile will be deleted automatically after six (6) months of inactivity period from your last login date and in case that there are no active applications linked to your

profile unless you log in again. We will inform you after five (5) months of inactivity to give you the chance to prevent the deletion of your profile.

b) The Personal Data on the job applications will be deleted six (6) months after the last closure date of application. In deviation from this general retention period your application can be retained for a deviating retention period. Please refer to the privacy notice of the respective Allianz Company for further details or contact our Data Protection Officer via the contact details in section 12.

You have the possibility to delete your profile manually by following the below steps:

- Step 1: Login to your candidate profile and click on “edit” in your Account settings
- Step 2: Click “Options” and “Settings”
- Step 3: Select “Delete Profile” and confirm with “Delete all data”

After opting for manual deletion of your candidate profile, your applications will be automatically closed and your Personal Data will be deleted immediately. However, please note: your applications already closed in the past will be retained in the system as part of the job application (as described above) even after your Personal Data on your candidate profile has been deleted.

9. What are your rights in respect to your Personal Data?

To the extent permitted by applicable data protection laws and regulations of the Allianz Company(ies) you have applied to, you have the right to:

- Access your Personal Data that you provided to us by using the Allianz Recruiting System or to request additional information such as, for example, the recipients (or categories thereof) of your Personal Data;
- Update or correct your Personal Data so that it is always accurate;
- Delete your Personal Data via the Allianz Recruiting System (see more information above in section 8);
- Obtain your Personal Data in an electronic format;
- Restrict the processing of your Personal Data in certain circumstances, for example, where you have contested the accuracy of your Personal Data, for the period enabling us to verify its accuracy;
- Withdraw your consent at any time where your Personal Data is processed with your consent, without affecting the lawfulness of processing based on consent before its withdrawal and on processing done based on other legal bases, e.g. legitimate interest;
- File a complaint with a competent data protection authority.

Right to object

In the event and to the extent that we process your Personal Data based on our legitimate interests as mentioned in Section 5, you have the right to object to the processing on specific grounds relating to your particular situation. In such case, we will no longer process your Personal Data unless we have compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defense of legal claims.

You may exercise these rights as far as this is possible directly through the Allianz Recruiting System or by contacting us via email at careers@allianz.com or as detailed in Section 10 below, by providing your name,

e-mail address and the purpose of your request.

If you have submitted your application to an Allianz Company, please contact this Company for further information on how to exercise your rights with regard to your Personal Data submitted to the Company.

10. How can you contact us?

If you have any queries about this Data Privacy Notice or how we use your Personal Data in the context of the Allianz Recruiting System, you can contact our Allianz SE Data Protection Officer by email or post as follows:

Allianz SE

Group Data Protection Officer

Koeniginstrasse 28
80802 Munich
Germany
privacy@allianz.com

You can also contact the responsible Privacy Contact Person of the Allianz Company you are applying to via the contact details provided on the respective Allianz Company's website, as per section 12 below.

11. How often is this notice updated?

We regularly review this privacy notice. We will ensure the most up to date version is published here. This privacy notice was last updated on June 28th, 2021.

12. Companies using Allianz Recruiting System and complimentary local privacy notices

To access the complimentary local privacy notices of the respective Allianz Companies, please click on the respective link:

https://www.allianz.com/content/dam/onemarketing/azcom/Allianz_com/about-us/who-we-are/employees/Local-Privacy-Notices.pdf