

## PRIVACY NOTICES JOB APPLICANTS

BUILDERS INSURANCE HOLDINGS has instituted a comprehensive data protection compliance framework, in line with the Data Protection legislation, in order to fulfil its responsibilities and ensure adequate protection of the personal data of all the individuals it enters into a relationship.

The recruitment process for all the entities belonging to the BUILDERS Group is handled centrally by BUILDERS.

- 1.1 PERSONAL DATA PROCESSING. BUILDERS to which you apply for a job, collects and processes personal data on you. BUILDERS acts as the controller of such processing and is committed to respecting your privacy and protecting your personal data in accordance with the law, in particular the EU General Data Protection Regulation 2016/679 (**GDPR**).
- 1.2 PROCESSING PURPOSES. The processing of your data is based on the following grounds:

PURPOSE OF PROCESSING	GDPR LEGAL BASIS
BUILDERS processes your data: <ul style="list-style-type: none"><li>- to identify and evaluate candidates for potential employment, as well as for future roles that may become available,</li><li>- to keep records in relation to recruiting and hiring,</li><li>- to ensure compliance with legal requirements, including diversity and inclusion requirements and practices, and</li><li>- to protect our legal rights to the extent authorized, permitted or required by law.</li></ul>	The processing is necessary: <ul style="list-style-type: none"><li>- in order to take steps prior to entering into a contract with you, and for purposes of legitimate interests pursued by BUILDERS</li></ul>

DATA CATEGORIES. In addition to the information you have communicated to BUILDERS, such as job applications, curriculum vitae (including personal identification data, nationality, gender, marital status and contact details), BUILDERS may also collect and process the following categories of personal data on: degrees/certificates, feedback, background checks, interview notes, test results and final decision.

BUILDERS may also collect personal data about you from third parties, such as professional recruitment firms, your references and prior employers, to the extent this is permitted by applicable law.

BUILDERS does not collect nor process sensitive personal data as such: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

- 1.3 DATA RECIPIENTS. BUILDERS may share applicants' data with other entities of the BUILDERS group for other potential employment opportunities only.
- 1.4 DATA TRANSFERS OUTSIDE THE EU/EEA. BUILDERS does not transfer applicants' personal data outside the EU/EEA for its own internal purposes.
- 1.5 DATA RETENTION. BUILDERS will retain your personal data for up to 2 years in case of future recruitment; you may however object to BUILDERS's retaining your data at any time by contacting BUILDERS's Data Protection Officer at [dpo@builders.lu],

- 1.6 YOUR STATUTORY RIGHTS. You have certain rights concerning your personal data under GDPR as mentioned below, and can exercise them by contacting BUILDERS's Data Protection Officer at [[dpo@builders.lu](mailto:dpo@builders.lu)].
- a. **Right to information.** You can find updated information on BUILDERS's processing of your data at any time on the website <http://buildersre.lu/>, or by contacting BUILDERS' Data Protection Officer at [[dpo@builders.lu](mailto:dpo@builders.lu)].
  - b. **Access right.** You have the right to access your personal data.
  - c. **Right to rectification.** You can ask BUILDERS to rectify, correct or update inaccurate and/or incorrect data.
  - d. **Other rights.** In certain limited cases (in which case BUILDERS will first analyse whether the conditions for the exercise of such rights are fulfilled, in line with GDPR), you may object to, or request the limitation of, the processing of your personal data, or request the erasure or portability of your personal data. You should note that the law authorizes BUILDERS to retain and continue processing certain personal data, even where you have exercised your rights to object or ask for erasure or -if applicable- withdraw your consent: this is the case in particular where BUILDERS has legitimate and compelling reasons for continuing the processing, such as compliance with applicable law. Finally, you can contact the Luxembourg data protection authority (*Commission nationale pour la protection des données* - <https://cnpd.public.lu/en.html>) to lodge a complaint.
- 1.7 DATA PROTECTION OFFICER. BUILDERS has appointed a data protection officer, who can be contacted at [[dpo@builders.lu](mailto:dpo@builders.lu)].