

# Notice about our processing of your application data

We would hereby like to explain how your personal data will be processed by Munich Reinsurance Company, and inform you of your rights under data protection law.

**Who will be responsible for processing your data, and how can you reach the Data Protection Officer?**

**The party responsible for processing your data is**

Münchener Rückversicherungs-Gesellschaft  
Aktiengesellschaft in München  
Königinstrasse 107  
80802 München, Germany

Tel.: +49 89 38 91-0  
Fax: +49 89 39 90 56  
contact@munichre.com

You can reach our **Data Protection Officer** by regular mail to the aforementioned address, marked for the attention of "Data Protection Officer, Group Legal 1.3", or by email to: datenschutz@munichre.com

**What categories of data do we use, and where do we get it from?**

The categories of personal data that we will process particularly include your basic information (such as first name, surname, title, nationality), contact data (e.g. home address, (mobile) telephone number, e-mail address) and all the data from the application process (particularly your cover letter, cv, reference letters, questionnaires, interviews, qualifications and previous experience). We will use special types of personal data (such as medical information, religion, degree of disability) only if you voluntarily disclose it to us in your application letter or during the application process, and your consent or a statutory rule allows us to use it. We also collect your data through video surveillance at certain buildings, such as at the entrance to the Main Building, the security doors, or entrance to the parking garage.

As a rule, we will collect your data directly from you during the hiring process. In addition, we may receive data from third parties (e.g. personnel agencies), to whom you have made your data available for disclosure.

**For what purposes, and on what legal basis, will we process your data?**

We will process your data on the basis of the provisions of the current versions of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG) of 30 June 2017, and all other relevant laws (e.g. the German Works Constitution Act (BVerfG) and Equal Treatment Act (AGG)).

Our data processing mainly serves to run and complete the application process, and to evaluate whether candidates are suited to fill the respective position. It is necessary for us to process your data in order to decide whether there are grounds for offering you an employment contract. Art. 6 para. 1 b) of the GDPR in conjunction with Section 26 para. 1 of the BDSG constitute the main legal bases for this. In some cases we base ourselves on any consents you may have given, as per Articles 6 para. 1 a) and 7 of the GDPR and Section 26 para. 2 of the BDSG (e.g. to apply your application documents for other job openings at Munich Re (Group)). If you provide such consent, you have the right to revoke it for the future at any time.

Any processing of special types of personal data is based on the permissions in Sections 22 para. 1 no. 1 b) and 26 paras. 3 and 4 of the BDSG, unless we have obtained your express consent (Art. 9 para. 2 a) of the GDPR, Section 26 para. 2 of the BDSG).

We will also process your data to fulfil our legal duties as a potential employer, e.g. based on supervisory provisions or to compare your data against sanctions lists to comply with counter-terrorism rules (e.g. Council Regulation 2580/2001). The latter are both based on Art. 6 para. 1 c) of the GDPR and Section 26 of the BDSG.

In addition, we may use your data for statistical purposes (e.g. studies of candidate behaviour). Any statistics are collected purely for internal purposes and the findings are not individualised, but rather always remain anonymous.

Should we wish to process your personal data for a purpose not listed above, we would inform you of this in advance.

### Who do we disclose your data to?

We handle your data confidentially at all times. Only those staff and departments (e.g. departmental unit, Staff Council, severely disabled employees' representative) at our Company who need your personal data for the hiring decision, in order to execute their contractual and statutory duties, will receive it.

If we are unable to offer you a position, but are of the opinion, based on your profile, that your application may be interesting for future openings within our Group, we will send your application to other Group companies if you expressly consent thereto.

Our on-line applications platform is run by the external service provider Lumesse GmbH in Düsseldorf, which in turn uses other IT service providers.

In addition, we may disclose your personal data to other recipients outside the Company, if that is necessary to conclude the employment contract (e.g. Chamber of Industry and Commerce as well as the Berufsbildungswerk der Versicherungswirtschaft).

### How do we transmit data to countries outside Europe (third countries)?

If we need to transfer personal data to service providers or Group companies outside the European Economic Area (EEA), we will do so only if the European Commission has confirmed that the respective country's level of data protection is sufficient, or if data protection is otherwise sufficiently guaranteed (for example through binding, in-house data protection provisions, or the European Commission's standard contractual clauses). You may obtain further information on this issue, as well as about the level of data protection at our third country service providers, from the aforementioned contacts.

### How long will your data be saved?

We will delete your personal data six months after the end of the application process. This does not apply if statutory rules prevent the deletion, continued saving is necessary for evidence purposes, or if you have consented to a longer period.

### What privacy rights can you claim as a data subject?

Using the address indicated above, you may request **information** 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**. Furthermore, you may also have a **right to restrict the processing** of your data and a **right to disclosure**, in a structured, common and machine-readable format, **of the data you have made available**.

You may contact the aforementioned Data Protection Officer or the data protection authorities should you have any complaints.

### Are you obligated to provide your data?

In your application you must provide the personal data that is necessary for us to run the application process and assess whether you are suited. Without such data, we will not be able to complete the application process and make a decision about whether to conclude an employment contract with you.