

PRIVACY NOTICES JOB APPLICANTS

STONEFORT INSURANCE HOLDINGS (**COMPANY**) 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 handled centrally by the COMPANY.

- 1.1 **PERSONAL DATA PROCESSING.** The COMPANY to which you apply for a job, collects and processes personal data on you. COMPANY 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
The COMPANY processes your data:	The processing is necessary:
- to identify and evaluate candidates for potential employment, as well as for future roles that may become available,	- in order to take steps prior to entering into a contract with you, and for purposes of legitimate interests pursued by the COMPANY
- to keep records in relation to recruiting and hiring,	
- to ensure compliance with legal requirements, including diversity and inclusion requirements and practices, and	
- to protect our legal rights to the extent authorized, permitted or required by law.	

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

The COMPANY 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.

The COMPANY 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.

- 1.4 **DATA RECIPIENTS.** The COMPANY may share applicants' data with other entities of the COMPANY group for other potential employment opportunities only.
- 1.5 **DATA TRANSFERS OUTSIDE THE EU/EEA.** The COMPANY does not transfer applicants' personal data outside the EU/EEA for its own internal purposes:
- 1.6 **DATA RETENTION.** The COMPANY will retain your personal data for up to 2 years in case of future recruitment; you may however object to the COMPANY retaining your data at any time by contacting the COMPANY's Data Protection Officer at [dpo@stonefort.com],.
- 1.7 **YOUR STATUTORY RIGHTS.** You have certain rights concerning your personal data under GDPR as mentioned below, and can exercise them by contacting the COMPANY's Data Protection Officer at [dpo@stonefort.com].

- a. **Right to information.** You can find updated information on the COMPANY's processing of your data at any time on this website <http://stonefort.com>, or by contacting the COMPANY's Data Protection Officer at [dpo@stonefort.com].
 - b. **Access right.** You have the right to get access to your personal data.
 - c. **Right to rectification.** You can ask the COMPANY to rectify, correct or update inaccurate and/or incorrect data.
 - d. **Other rights.** In certain limited cases (in which case the COMPANY 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. Where you have given your consent to specific processing, you have the right to withdraw such consent (for future processing). You should note that the law authorizes the COMPANY to retain and continue processing certain personal data, even if you have exercised your rights to object or ask for erasure or -if applicable- withdraw your consent: this is the case in particular where the COMPANY 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.
- 1.8 DATA PROTECTION OFFICER. The COMPANY has appointed a data protection officer, who can be contacted at [dpo@stonefort.com].