

Data privacy policy – for applicants

As a processor of personal data, VIENNA INSURANCE GROUP AG Wiener Versicherung Gruppe (hereinafter referred to as “VIG”), domiciled at Schottenring 30, 1010 Vienna, is committed to complying with data protection regulations, notably to the regulation (EU) 2016/679 from 27th April 2016 for the protection of individuals and the processing of individual-related data (GDPR).

This data protection policy, which was compiled in conformity with Article 13 GDPR, is intended to inform you about the processing of your personal data in the course of your application process.

Who is responsible for processing data?

VIENNA INSURANCE GROUP AG Wiener Versicherung Gruppe, (hereinafter referred to as “**VIG**”), Schottenring 30, 1010 Vienna, datenschutz@vig.com, is responsible for processing personal data in the course of the application process and is regarded as in charge according to Article 4(7) GDPR.

As an HR service provider in recruiting, VIG also processes data for applications for **Vienna International Underwriters GmbH**, Schottenring 27-29, 1010 Vienna, and for **Wiener Städtische Wechselseitiger Versicherungsverein - Vermögensverwaltung - Vienna Insurance Group**, Schottenring 30, 1010 Vienna. If you apply or have applied to one of these two entities, the corresponding entity is the "controller" in terms of data protection law and VIG acts as "processor" in terms of Article 28 GDPR for this controller.

I. Why do we collect data and what is the legal basis for this?

We process your data in compliance with Article 6(1) General Data Protection Regulation (GDPR), primarily on the basis of your consent to the processing of your personal data (Article 6(1)(a) GDPR), as well as in order to take steps prior to entering into a potential employment contract (Article 6(1)(b) GDPR) and, where applicable, for the purposes of our legitimate interests (Article 6(1)(f) GDPR).

II. What information do we collect?

We collect various kinds of information:

1. CVs and personal data

If you agree to us saving your CV in our database, the following data will be stored:

- a) description of your employment history, skills and education
- b) contact details that allow you to be identified, e.g. your name, telephone number and e-mail address (“personal data”)
- c) you also have the option of providing us with your date of birth and gender, as well as attaching documents stored electronically to your application, such as a cover letter, certificates and a photograph.

2. Attachments and special categories of personal data

Please ensure that you do not send us any attachments with viruses or worms.

During the application process, we do not process any special categories of personal data in the meaning of Article 9(1) GDPR (“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and [...] genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation”). Therefore, please ensure that you do not send us any special categories of personal data, or attachments containing such data.

3. Statistical data

The data in our CV database can be used to generate statistics. However, this information is pseudonymised, and does not allow the identity of a particular user to be determined.

4. Your activities

If you are applying for several positions at the same time or are re-applying for a different position, we have the option of saving information on your activities. Multiple applications are welcomed and tracking your activities enables us to send you even more suitable job offers. You can inform us by e-mail (datenschutz@vig.com) if you do not consent to details of your activities being saved. You can also erase individual pieces of information from the database, or request us to do this for you.

5. Cookies

Prescreen uses cookies in various places. These are used to make our website content more user-friendly, more effective and safer. Cookies are small text files that are stored on your computer. Session cookies are deleted as soon as you leave our website. Permanent cookies (e.g. to enable you to return to the application procedure at a later stage) remain on your computer's hard drive until such a time when they are deleted by your browser. You can prevent the installation of cookies on your computer by adjusting your browser software accordingly. However please note that, in this case, not all functions of Prescreen may be available to you in their full capacity.

Below is a list of the cookies used.

_ga	Persistent cookie	Analysis	This cookie is used to record the usage behaviour of applicants.	The cookie loses its validity after 24 months.	.prescreen.io
_gat	Persistent cookie	Analysis	This cookie is used to record the usage behaviour of applicants.	The cookie loses its validity after 24 months.	.prescreen.io
PHPSESSID	Session cookie	Functionality	This cookie is used to identify the user during his/her use of Prescreen. The cookie is mandatory for correct functionality.	The cookie loses its validity upon closing the browser.	prescreen.io
REMEMBERME	Persistent cookie	Functionality	This cookie is used to re-establish a session that has timed out.	The cookie loses its validity after 2 weeks.	prescreen.io

III. Who obtains access to your data?

Authorised VIG Group Human Resources employees and the VIG managers responsible have access to your CV and your data. If your application concerns Vienna International Underwriters GmbH or Wiener Städtische Wechelseitiger Versicherungsverein - Vermögensverwaltung - Vienna Insurance Group, your application documents will also be sent to them.

IV. Who processes your data?

Your data is managed directly by VIG. The electronic storage of data is carried out in our data centres, which are operated under the responsibility of twinformatics GmbH, a 100% VIG group company. twinformatics GmbH, based in Vienna, is ISO 27001:2013 certified, which guarantees the highest possible security and data protection. For online applications we use the cloud-based applicant management system of the Austrian company Prescreen International GmbH, based in 1060 Vienna, Mariahilfer Straße 17.

In addition, contractual partners commissioned by us (in particular Individuum Team Organisation Personalmanagement GmbH with its registered office in 1090 Vienna, Währinger Straße 48/3) and subsidiary companies (in particular WIENER STÄDTISCHE Versicherung AG Vienna Insurance Group with its registered office in 1010 Vienna, Schottenring 30) receive the data that they require to perform their respective services.

Version: March 2020

We have concluded Data Processing Agreements in accordance with Article 28 GDPR with twinformatics GmbH and Prescreen International GmbH as well as with Individuum Team Organisation Personalmanagement GmbH and WIENER STÄDTISCHE Versicherung AG in order to ensure the protection of your data.

V. How long will your personal data be stored for processing?

VIG stores your personal data in accordance with the statutory requirements regarding storage and documentation obligations. VIG will store your personal data for a period of up to 8 months after the end of your application procedure. If you have given your express consent, your data will be kept in the applicant pool for up to 2 more years after the 8-month-period. The erasure of the data at the end of this period is automatically carried out.

VI. Automated decision-making in individual cases, including profiling

During the application process, we do not use automated decision-making of any kind, including profiling, in the meaning of Article 22 GDPR.

VII. Your data protection rights

Under data protection law, you have the right to information about data relating to you, and to the rectification of your personal data. In addition, where permitted by law, you also have the right to erasure and restriction of processing of your personal data, as well as the right to object to the processing of your personal data, the right to data portability and the right to lodge a complaint with the competent supervisory authority. If we collect and process your personal data on the basis of your consent, you have the right to withdraw such consent. Such withdrawal does not affect the lawfulness of processing carried out on the basis of your consent prior to withdrawal.

If you wish to exercise your potential rights to information, rectification, erasure, restriction of processing, data portability and the right to object to processing, with regard to your personal data, please send an e-mail containing the relevant request to datenschutz@vig.com. We will reply within the time specified by law and without undue delay.

VIII. Contact details of the controller

The controller within the meaning of Article 4(7) GDPR is the entity to which you have submitted your application.

VIENNA INSURANCE GROUP AG Wiener Versicherung Gruppe, Schottenring 30, 1010 Wien
datenschutz@vig.com

Vienna International Underwriters GmbH, Schottenring 27-29, 1010 Wien
datenschutz@vig.com

Wiener Städtische Wechselseitiger Versicherungsverein – Vermögensverwaltung – Vienna Insurance Group,
Schottenring 30, 1010 Wien
datenschutz@vig.com

IX. Modifications

In order to comply with both the ongoing technical and legal developments, VIG reserves the right to adapt this data protection policy accordingly to the data protection regulation at any time.