

## RSA Insurance Ireland and Northern Ireland - Data Protection Notice

We are committed to ensuring that your data is protected. To keep you informed, we have created this Notice which will explain how we use the information we collect about you and how you can exercise your data protection rights.

### 1. Who are we?

We are RSA Insurance Ireland DAC and RSA Northern Ireland (RSA) and we provide commercial and personal insurance products and services. RSA is the data controller in relation to the personal information we hold about you.

### 2. Why do we collect and use your personal information?

At RSA we are keen to keep our relationship with you as future potential talent. In order to ensure you are kept up to date with new vacancies that match your experience, we will retain your details and CV and contact you should a role become available.

We will collect data about you, both personal data (such as your name and contact details and work experience) and also convictions history data. Your personal data will be used to assess your suitability for a job vacancy and we will verify the accuracy of the information you have provided, where possible. Convictions data is collected for the purpose of RSA meeting the Financial Conduct Authority (UK) or Central Bank of Ireland's Fitness and Probity requirements.

Data protection laws require us to meet certain conditions before we are allowed to use your personal information in the manner described in this statement. In order to provide you with this detail, we have prepared the following table which describes the purpose to which we are using your data and the legal basis for doing so.

<b>Purpose</b>	<b>Legal Basis</b>
To provide you with information about job vacancies and answer any of your queries	Processing is necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract
To assess the information you have provided and make a decision as to whether you may be suitable for a job vacancy	Processing is necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract
To verify your identity and to verify the accuracy of the information we receive.	Processing is necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract
To comply with laws and regulations	Processing is necessary to comply with legal obligations
To carry out statistical analysis of your personal data including sex, age, and nationality	Processing is necessary for the purposes of our legitimate interests to monitor the existence or absence of equality of opportunity or treatment

	for all of RSA's employees regardless of sex, age, or nationality with a view to enabling such equality to be promoted or maintained
To keep you informed of any future roles that may be of interest to you	Processing is based on your specific consent

### **3. Will we share your personal information with anyone else?**

Your information will be shared within RSA Group.

Some of your personal information may be shared with our service providers, which may include parties outside of the European Economic Area (EEA). We would only do this in compliance with the appropriate legal and technical safeguards such as the standard data protection clauses adopted by the European Commission, Binding Corporate Rules or as a result of an adequacy decision of the European Commission.

### **4. Which decisions made about you will be automated?**

We may conduct the following activities, which involve automated (computer based) decision-making:

- **Role Suitability** – during your application, we may ask some questions to help determine if you are suitable for the role based on the answers you provide;
- **Job Vacancies** – we will use profiling exercises to help us determine what future roles might be of interest to you.

The results of these automated decision-making processes may limit the roles we contact you about. If you do not agree with the result, you have the right to request human intervention to allow you to express your point of view and contest the decision.

### **5. For how long will we keep your information?**

If you are successful, your information will be retained as per the Employee Data Protection Statement which will be available to you when you commence employment.

If you are unsuccessful, your information will be retained for 5 years for you to be notified of any future roles. However if you have opted for us not to retain your information, your information will be deleted

- Republic of Ireland: after 12 months from the date you applied.
- Northern Ireland: after 24 months from the date you applied. (due to requirements to provide data to the equality commission)

If for any reason you want to withdraw your consent to receive information about future roles, please email [careers@ie.rsagroup.com](mailto:careers@ie.rsagroup.com) stating this.

Email communications are retained for 8 years from the date of communication.

## **6. What are your rights over the information that is held by us?**

We understand your information is important to you, therefore you have the following rights:

- 1 Correct any information we hold about you if you think it's incorrect or incomplete.
- 2 Request your personal information to be deleted where you believe it is no longer required.
- 3 Provide you with a copy of the personal information we hold about you, in a commonly used electronic format (or hard copy if you wish).
- 4 Request that we supply a copy of the personal information you have supplied to us, to another company. We would provide the information in a commonly used electronic format.
- 5 Request that we restrict the use of your information by us.
- 6 Object to the processing of your data for any purpose where processing is necessary for the purposes of our legitimate interests, if relevant (see table above).

Requests to restrict the use of your information or to object to the processing of your data may lead to us being unable to continue to provide you with details of any job vacancies.

If you would like to request any of the above, please email us at [ie\\_dataprotection@ie.rsagroup.com](mailto:ie_dataprotection@ie.rsagroup.com) or write to us at the address contained in Section 8 of this statement. When you are making the request please provide us with your name, address, and date of birth. For any requests under 3 and 4 above, you will need to provide us with a copy of your photo identification to ensure we do not provide your personal information to anyone that is not entitled to it.

All requests are free of charge although we reserve the right to charge an administrative fee for subsequent requests under 3 and 4 (such as when the request is part of a series of repeated requests over a short period of time). We endeavour to respond within one month from receipt of the request. If we do not meet this time frame, we will explain the reason for this in our response. Please note that simply submitting a request does not mean we will be able to fulfil it – we are often bound by legal and legislative law which can prevent us fulfilling some requests in their entirety, but when this is the case, we will explain this to you in our response.

## **7. Changes to our Data Protection Statement.**

This statement will be updated from time to time so please check it each time you submit personal information to us.

## **8. How do you ask a question about this Data Protection Statement?**

If you any questions or comments about this statement please contact:

The Data Protection Officer, RSA Insurance Ireland DAC, RSA House, Dundrum Town Centre, Sandyford Road, Dundrum, Dublin 16, D16 FC92. You may also email us at [ie\\_dataprotection@ie.rsagroup.com](mailto:ie_dataprotection@ie.rsagroup.com)

## **9. How can you lodge a complaint?**

If you wish to raise a complaint on how we have handled your personal information, please send an email to **ie\_dataprotection@ie.rsagroup.com** or write to us using the address provided in Section 8. Our Data Protection Officer will investigate your complaint and will give you additional information about how it will be handled. We aim to respond in a reasonable timeframe, normally 30 days. If you are not satisfied with our response you can lodge a complaint to the Data Protection Commission, Canal House, Station Road, Portarlington, Co Laois, R32 AP23.