

# Applicant Privacy Notice

Version – 1.0

## We care about your personal data

Allianz Insurance Lanka Limited & Allianz Life Insurance Lanka Limited are Non-Life and Life Insurance Companies known together as Allianz Lanka, are fully owned subsidiaries of Allianz SE, and having the license to practice Non-Life and Life Insurance in Sri Lanka. Protecting your privacy is a top priority for us. This privacy notice explains how and what type of personal data will be collected, why it is collected and to whom it is shared or disclosed. Please read this notice carefully.

Please note that this Privacy Notice is updated in line with the requirements of Personal Data Protection Act (PDPA) No. 09 of 2022.

### 1. Who is the data controller?

A data controller is the individual or legal person who controls and is responsible to keep and use personal data in paper or electronic files. Allianz Insurance Lanka Limited and Allianz Life Insurance Lanka Limited are the data controller as defined by relevant data protection laws and regulation. Contact details of the data controller can be found in the latter part of this privacy notice.

### 2. What personal data will be collected?

We will collect and process various types of personal data about you as follows:

- Basic personal details (such as Full name, Address, Date of Birth, Gender etc.)
- National Identity Card/Passport Details
- Contact details
- Email address
- Educational & professional Experience & affiliations
- Job related information
- Financial Details (eg. Credit/Debit Card & Bank Account Details etc.)
- Identification checks & background vetting
- Photographic and video information (such as photos, CCTV etc.)
- Other Information (eg: Family, Lifestyle, Social circumstances etc.)

We will also collect and process “sensitive personal data” about you such as, for example data resulting from medical reports or from death certificates, your claims history, any criminal convictions, your genetic or biometric data etc.

### 3. How will we obtain and use your personal data?

We will collect and use your personal data that based on our legitimate interests and/or to comply with our legal obligations.

- To maintain your personal recruiting file, and to manage and assess your application (for example, to evaluate and confirm your suitability for the position you have applied for);

- To document, analyze and improve our recruitment process (for example, by keeping recruitment statistics);
- To present to you future employment opportunities in case your application was unsuccessful for now;
- To comply with any legal obligations (for example, financial and administrative obligations or checking your eligibility to work);
- Internal or external investigations where it is necessary to assess, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person or our assets;
- To establish, enforce or defend against legal claims;
- To comply with law enforcement requests or discovery procedures, or where required or permitted by applicable laws, court orders, government regulations, or government authorities.

For the purposes indicated above, we will process personal data we receive about you.

We will inform you where we require your consent to process your personal data. Otherwise, we will process your personal data to meet our legitimate business interests or where it is needed to comply with a legal obligation. In addition, we may also process your personal data to enter into a contract with you, or to perform our obligations under an existing contract with you. Allianz respects applicable laws and regulations in its use of personal data.

In the event the data controller decides in automated individual decision making (including profiling), details on the logic involved to make such decision, the significance and the envisaged consequences of such processing for the data subject will be revealed through this privacy notice.

#### **4. Who will have access to your personal data?**

We will ensure that your personal data is processed in a manner that is compatible with the purposes indicated above.

For the stated purposes, your personal data may be disclosed to the following parties

- In order to facilitate the recruitment process, we will share your personal data internally with;
  - Members of the HR department
  - Interviewers involved
  - Managers/ senior managers in a department with a vacancy

In addition, and only when necessary to fulfil the purposes mentioned above, we will disclose your Personal Data to the following recipients or categories of recipients, as the case may be:

- Other Allianz Companies and authorized persons working for or on behalf of Allianz;
- Third party agents, service providers and advisers (for example in connection with IT services, visa application, compliance vetting, background checks, medical examinations, payments, legal advice or postal services);

Finally, we may share your personal data in the following instances:

- In the event of any contemplated or actual reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in any insolvency or similar proceedings); and
  - With the law enforcement authorities, agencies, government and regulatory bodies to meet applicable legal or regulatory obligations.
- We will not disclose your Personal Data to any parties who are not authorized to process them.

## **5. Where will my personal data be processed?**

Your Personal Data may be processed worldwide on a need-to-know basis by the parties as mentioned above. We will ensure that contractual restrictions are implemented regarding confidentiality and security in line with applicable data protection laws and regulations. We will not disclose your Personal Data to parties who are not authorized to process them.

Whenever we transfer your personal data for processing to European Economic Area (EEA), we will do so on the basis of Allianz's approved Binding Corporate Rules (the BCRs) known as the Allianz Privacy Standard (Allianz BCR) which establish adequate protection for personal data and are legally binding on all Allianz Group companies. Allianz BCR and the list of Allianz Group companies that comply with them can be accessed [here](#). Where Allianz BCR do not apply, we will instead take steps to ensure that the transfer of your personal data to EEA receives an adequate level of protection as it does in Sri Lanka.

## **6. What are your rights in respect of your personal data?**

Where permitted by applicable law or regulation, you have the right to:

- Access your personal data held about you and to learn the origin of the data, the purposes and ends of the processing, the details of the data controller(s), the data processor(s) and the parties to whom the data may be disclosed;
- Withdraw your consent at any time where your personal data is processed with your consent;
- Update or correct your personal data so that it is always accurate;
- Delete your personal data from our records if it is no longer needed for the purposes indicated above;
- Restrict the processing of your personal data in certain circumstances, for example where you have contested the accuracy of your personal data, for the period enabling us to verify its accuracy;
- Obtain your personal data in an electronic format for you and

- File a complaint with us and/or the relevant data protection authority

In order to exercise the above rights, [Click here](#)

## **7. How can you object to the processing of your personal data?**

Where permitted by applicable law or regulation, you have the right to object to us processing your personal data or tell us to stop processing it. Once you have informed us of this request, we shall no longer process your personal data unless permitted by applicable laws and regulations.

You may exercise this right in the same manner as for your other rights indicated above.

## **8. How long do we keep your personal data?**

We are committed to keep your Personal Data only so long as necessary to fulfil the purposes for which the data was collected for or to fulfil legal obligations.

We will not retain your personal data for longer than necessary and we will hold it only for the purposes for which it was obtained.

Your job application submitted on our career page or on an unsolicited basis will be deleted 6 months after their submission unless there are deviating local retention periods. For specific information please contact our Data Protection Officer.

If you accept employment with us, your Personal Data will be held on the basis set out in our Employee Privacy Notice, which is provided to all employees

## **9. What are the consequences of not providing your personal data?**

- Result in us being unable to process your application
- Result in us being unable to respond to your requests.
- Limit or prevent access to certain features on our website, weblinks or digital platforms.
- Result in us being unable to update you on the latest updates regarding any offers, vacancies etc.
- Result in your inability to receive invitations to interviews, communications etc.
- Negatively affect our ability to communicate with you.
- Be in violation of any applicable law or regulation that requires us to collect such personal data.

## **10. How can you contact us?**

If you have any queries about how we use your personal data, you can contact us by telephone, email or post as follows:

Allianz Insurance Lanka Limited/ Allianz Life Insurance Lanka Limited  
Data Protection Officer  
Legal & Compliance Department  
Levels 25-27,

One Galle Face Tower,  
No. 1A, Centre Road, Galle Face,  
Colombo 02, Sri Lanka  
0112 132 008  
[privacy@allianz.lk](mailto:privacy@allianz.lk)

#### **11. How often do we update this privacy notice?**

We regularly review this privacy notice. We will tell you directly when there's an important change that may impact you.

*Last updated – Jan 2025*