Country-specific features on Data privacy statement for the job application process at the Hannover Re Group through SAP SuccessFactors – Malaysia

1. Who is responsible for data processing and data privacy?
a. Data processing
Hannover Rueck SE Malaysian Branch (Mal Br)
Level 32, Mercu2
No. 3, Jalan Bangsar
KL Eco City
59200 Kuala Lumpur
Malaysia
Phone +60 3 2687 3600
Fax +60 3 2687 3760
E-mail: HRMalBR-personnel@hannover-re.com

b. Data privacy
Hannover Rueck SE Malaysian Branch (Mal Br)
- Local Data Protection Officer -
Level 32, Mercu2; No. 3, Jalan Bangsar; KL Eco City; 59200 Kuala Lumpur; Malaysia
Phone +60 3 2687 3600
Fax +60 3 2687 3760
E-mail: HRMB_DPO@hannover-re.com

7. How long are your data stored? (In Addition to Hannover Re's Group DPCS)

We erase your personal application data twenty-four months automatically after the conclusion of an ongoing application process, i.e. after receipt of a rejection, discontinuation of the application process or contract offer. This does not apply if legal provisions prevent erasure or further storage is necessary for evidentiary purposes or if you have consented to longer storage.

If you do not delete your personal account in the Hannover Re application portal, your personal data will remain stored in your application profile for twenty-four months from the last change or activity, provided your application status is not active. This means that you can use it for further applications to Hannover Re. If you neither change your data nor apply for another position at Hannover Re within these twenty-four months and your application status is not active, your application profile will be automatically deleted after this period in addition to your personal account in the portal. In this case, only anonymised data will remain on the portal.

9. Would you like to complain about the handling of your data?

You have recourse to the local Data Protection Officer (contact details as above) or a data protection supervisory authority.

Status of this information: July 2025

Privacy Notice

This Privacy Notice ("**Notice**") sets out the types of your Personal Data which Hannover Rueck SE Malaysian Branch ("**we**", "**us**" or "**our**") may use, disclose, collect or otherwise process in accordance with the Personal Data Protection Act 2010 ("**PDPA**"), the purposes for the usage of such Personal Data, the classes of parties to whom we may disclose your Personal Data to, and the choices available to you on accessing and correcting your Personal Data.

This Notice shall apply to all persons who are job applicants, or who are already engaged in an employment with us, management trainees and/or interns (whether on a part-time or full-time basis and whether permanent or contractual basis).

Personal Data will include without limitation the followings:

1. Name, date of birth, nationality, home address, correspondence address, contact details, photographs, and marital status.
2. Age, gender, passport number, identification number, spousal details, dependents' details, next-of-kin's details and family members' details.
3. Educational background, employment application, employment history, work experience, areas of expertise, references, details of salary and benefits, bank details, performance appraisals, leave records, working time records and other management records.
4. Any other information that may be necessary for lawful purposes as may be appropriate and required by law, directive, and/or regulations of any governing bodies.

For the avoidance of doubt, Personal Data in this Notice shall also include "Sensitive Personal Data" which shall consist of information including but not limited to physical health, mental health, thumbprint, DNA, political opinions, religious beliefs, or any other similar beliefs, commission or any alleged commission of any offence.

We collect Personal Data through several channels which include but not limited to the information that you may have provided to us by whatsoever means and/or in whatsoever manner; or given to us from other lawful sources.

We may use or disclose the Personal Data for the following purposes ("Purposes"):

1. Human resources administration such as payroll, claims, tax and leave administration, recruitment, staff placement, training, performance review, salary/bonus reviews, succession planning, job's suitability assessment, obtaining and maintaining health records which may include requiring you to complete or undertake a medical examination.
2. General business management purposes such as administration of employee benefits, work facilitation, delegation of assignments and work-related travel arrangements.
3. Claims administration, payment of benefits and handling of insurances.
4. Survey, statistical and analytical studies relating to insurance/reinsurance businesses.
5. Disciplinary actions, detection of any offence and investigations related thereto.
6. Employment's verification or confirmation.
7. Necessary investigations under any written law, criminal proceedings, civil proceedings or court order.
8. Other lawful purposes as may be appropriate or required by law, directive, and/or regulations of any governing bodies.

We may also disclose the Personal Data to the following third parties or service providers for the Purposes aforesaid mentioned:

1. Individuals or organisations within our group of companies (parent/holding companies, subsidiaries of parent/holding companies and affiliates).
2. External human resources administration or travel administration.
3. Independent agencies performing references and background checks.
4. Claims investigation companies, loss surveyor or other necessary parties.
5. Our consultants, fund managers, lawyers, accountants, or other professional advisers.
6. Third party agencies providing survey, statistical and analytical studies/researches.
7. Any organisations who contact us to verify your employment with us.
8. Any lawful person or government authorities or law enforcement agencies.

We will take due care to ensure that reasonable and appropriate technical, security and confidentiality measures are taken to safeguard your Personal Data when we engage any third party or service provider.

We may also store the Personal Data in a database and our applicable systems located outside of Malaysia for the purposes of employees' management. The database and the applicable systems are controlled by our authorised administrative staff. We have security measures in place which will ensure the confidentiality of the information and the Personal Data contained in the database and the applicable systems.

We may access, review, monitor or produce any information, records and/or material including but not limited to email correspondences, internet log files, information in our network, server, cloud, computer or any other devices used by our employees. We will only do so in situations where it may be necessary, in the manner permissible by law, such as for investigations or protection of our legal rights or to respond to valid legal requests. We will exercise due care and will try to exclude, to the extent possible, irrelevant information.

If you have provided us with Personal Data of any third parties such as your spouse, children, next-of-kin and emergency contact, you warrant that you have obtained their explicit consent to allow us to collect, use and process their Personal Data.

By providing us with the Personal Data, you hereby consent to us disclosing the Personal Data to the parties and for the Purposes above-mentioned and you also hereby consent to us retaining the Personal Data for as long as necessary.

From time to time, we may ask our employees to review and update the Personal Data.

You may request to access, request or correct your Personal Data or limiting the processing thereof by contacting our Human Resources Department at telephone no. : 03-2687 3600, address at: Level 32, Mercu 2, No. 3, Jalan Bangsar, KL Eco City, 59200 Kuala Lumpur, Malaysia.

Kindly take note that we will need to process your Personal Data and any subsequent data that you may provide to us for the various Purposes. Failure to provide or supply us with the Personal Data may affect our ability to perform our obligations that we may have towards you or your ability to enjoy the benefits under your assignment with us.

We reserve the right to amend this Notice from time to time.

NOTIS PRIVASI

Notis Privasi ini ("Notis") menyatakan jenis Data Peribadi anda yang Hannover Rueck SE Malaysian Branch ("kami") boleh menggunakan, mendedahkan, mengumpul atau memproses menurut Akta Perlindungan Data Peribadi 2010 ("PDPA"), tujuan penggunaan Data Peribadi tersebut, kelas pihak-pihak yang kami boleh mendedahkan Data Peribadi anda kepada, dan pilihan yang tersedia untuk anda mengakses dan membetulkan Data Peribadi anda.

Semua pemohon pekerjaan, atau yang telah bekerja dengan kami, pelatih pengurusan dan / atau pelatih (sama ada kerja separuh masa atau sepenuh masa dan sama ada pekerja tetap atau kontrak) akan tertakluk kepada Notis ini.
Data Peribadi akan termasuk tetapi tidak terhad kepada yang berikut:

1. Nama, tarikh lahir, kewarganegaraan, alamat rumah, alamat surat-menyurat, butiran hubungan, gambar dan status perkahwinan.
2. Umur, jantina, nombor pasport, nombor kad pengenalan, butiran pasangan, butiran tanggungan, butiran saudara terdekat dan butiran ahli keluarga.
3. Latar belakang pendidikan, permohonan pekerjaan, sejarah pekerjaan, pengalaman kerja, bidang kepakaran, rujukan, butiran gaji dan faedah, butiran bank, penilaian prestasi, rekod cuti, rekod masa kerja dan rekod pengurusan yang lain.
4. Sebarang maklumat lain yang mungkin perlu bagi tujuan sah dan dikehendaki oleh undang-undang, arahan, dan / atau peraturan mana-mana badan yang berkuasa.

Untuk mengelakkan keraguan, Data Peribadi dalam Notis ini juga termasuk "Data Peribadi Sensitif" yang terdiri daripada maklumat termasuk tetapi tidak terhad kepada kesihatan fizikal, kesihatan mental, cap jari, DNA, pendapat politik, kepercayaan agama, atau kepercayaan lain yang serupa, perbuatan melakukan atau dakwaan tentang perlakuan sebarang kesalahan.

Kami mengumpul Data Peribadi melalui beberapa saluran yang termasuk tetapi tidak terhad kepada maklumat yang mungkin anda berikan kepada kami dengan apa jua cara; atau diberikan kepada kami dari sumber lain yang sah.

Kami boleh menggunakan atau mendedahkan Data Peribadi untuk tujuan berikut ("Tujuan"):

1. Pentadbiran sumber manusia seperti gaji, tuntutan, pentadbiran cukai dan cuti, pengambilan pekerja, penempatan kakitangan, latihan, kajian prestasi, ulasan gaji / bonus, perancangan penggantian pekerja, penilaian kesesuaian pekerjaan, mendapatkan dan mengekalkan rekod kesihatan yang mungkin termasuk memerlukan anda untuk melengkapkan atau menjalankan pemeriksaan perubatan.
2. Tujuan pengurusan perniagaan umum seperti pentadbiran manfaat pekerja, fasilitasi kerja, delegasi tugasan dan pengaturan perjalanan yang berkaitan dengan pekerjaan.
3. Pentadbiran tuntutan, pembayaran faedah dan pengendalian insurans.
4. Kajian kaji selidik, statistik dan analisis berkaitan dengan perniagaan insurans / reinsurans.
5. Tindakan tatatertib, pengesanan sebarang kesalahan dan penyiasatan yang berkaitan dengannya.
6. Pengesahan pekerjaan.
7. Siasatan yang diperlukan di bawah mana-mana undang-undang bertulis, prosiding jenayah, prosiding sivil atau perintah mahkamah.
8. Lain-lain tujuan sah dan sesuai atau dikehendaki oleh undang-undang, arahan, dan / atau peraturan-peraturan dari mana-mana badan berkuasa.

Kami juga boleh mendedahkan Data Peribadi kepada pihak ketiga atau penyedia perkhidmatan yang berikut untuk Tujuan yang disebut di atas:

1. Individu atau organisasi dalam kumpulan syarikat kami (syarikat induk, anak syarikat induk dan entiti sekutu).
2. Pentadbiran sumber manusia atau pentadbiran perjalanan.
3. Agensi yang melakukan rujukan dan pemeriksaan latar belakang.
4. Syarikat penyiasatan tuntutan, juru ukur kerugian atau pihak lain yang perlu.
5. Perunding kami, pengurus dana, peguam, akauntan, atau penasihat profesional lain.
6. Agensi pihak ketiga yang menyediakan kajian, kajian statistik dan analisis / penyelidikan.
7. Mana-mana organisasi yang menghubungi kami untuk mengesahkan pekerjaan anda dengan kami.
8. Mana-mana orang yang sah atau pihak berkuasa kerajaan atau agensi penguatkuasaan undang-undang.

Kami akan mengambil langkah sewajarnya untuk memastikan langkah teknikal, keselamatan dan kerahsiaan yang munasabah dan wajar diambil untuk melindungi Data Peribadi anda apabila kami melibatkan mana- mana pihak ketiga atau penyedia perkhidmatan.

Kami juga boleh menyimpan Data Peribadi dalam pangkalan data dan sistem kami yang terletak di luar Malaysia untuk tujuan pengurusan pekerja. Pangkalan data dan sistem yang berkenaan dikawal oleh kakitangan pentadbiran yang dibenarkan. Kami mempunyai langkah-langkah keselamatan yang akan memastikan kerahsiaan maklumat dan Data Peribadi yang terdapat dalam pangkalan data dan sistem yang berkenaan.

Kami boleh mengakses, mengkaji, memantau atau mengemukakan apa-apa maklumat, rekod dan / atau bahan termasuk tetapi tidak terhad kepada surat-menyurat e-mel, fail log internet, maklumat dalam rangkaian kami, “server”, “cloud”, komputer atau mana-mana peranti lain yang digunakan oleh pekerja kami. Kami hanya akan melakukannya dalam situasi di mana ia mungkin perlu, mengikut cara yang dibenarkan oleh undang- undang, seperti untuk penyiasatan atau perlindungan hak undang-undang kami atau untuk bertindak balas terhadap permintaan undang-undang yang sah. Kami akan menjalankan penjagaan yang sewajarnya dan akan cuba mengecualikan, setakat yang mungkin, maklumat yang tidak relevan.

Sekiranya anda telah memberikan kami Data Peribadi mana-mana pihak ketiga seperti pasangan, anak-anak, saudara terdekat dan kenalan kecemasan, anda menjamin bahawa anda telah mendapat persetujuan mereka yang jelas untuk membolehkan kami mengumpul, menggunakan dan memproses Data Peribadi mereka.

Dengan memberikan kami Data Peribadi, anda dengan ini membenarkan kami mendedahkan Data Peribadi kepada pihak-pihak dan bagi Tujuan yang dinyatakan di atas dan anda juga dengan ini membenarkan kami mengekalkan Data Peribadi selagi perlu.

Dari semasa ke semasa, kami mungkin meminta pekerja kami menyemak dan mengemaskini Data Peribadi.

Anda boleh meminta untuk mengakses, meminta atau membetulkan Data Peribadi anda atau mengehadkan pemprosesannya dengan menghubungi Bahagian Sumber Manusia kami di telefon no. : 03-2687 3600, alamat di: Level 32, Mercu 2, No. 3, Jalan Bangsar, KL Eco City, 59200 Kuala Lumpur, Malaysia.

Sila ambil perhatian bahawa kami perlu memproses Data Peribadi anda dan apa-apa data berikutnya yang mungkin anda berikan kepada kami untuk pelbagai Tujuan. Kegagalan untuk menyediakan atau membekalkan kami dengan Data Peribadi mungkin menjejaskan keupayaan kami untuk melaksanakan tanggungjawab kami terhadap anda atau keupayaan anda untuk menikmati manfaat semasa tempoh tugasan anda dengan kami.

Kami berhak untuk meminda Notis ini dari semasa ke semasa.