

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

### 1. Who is responsible for data processing and data privacy?

- a. Hannover Re Services USA, Inc.  
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Itasca  
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- b. Glencar Insurance Company  
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E-mail [HRHSUSA-personnel@hannover-re.com](mailto:HRHSUSA-personnel@hannover-re.com)
- c. Hannover Finance, Inc. (HF US)  
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E-mail [HLRUS-personnel@hannover-re.com](mailto:HLRUS-personnel@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.

# In addition to Group's DPCS: Hannover Life Reassurance Company of America Job Applicant Privacy Policy

## **1. Purpose of this Document:**

U.S. state and Federal privacy legislation requires organizations that collect non-public personal information from U.S. residents to disclose what data is collected, the purposes for which it is used, and how it is processed and stored, prior to collecting that information.

## **2. Scope of Application:**

The policies described herein and the data to which they apply are restricted to the process of voluntary application of individuals for employment by Hannover Life Reassurance Company of America.

## **3. Scope of Data Collected:**

Hannover Life Reinsurance Company of America (We) collect personal identification, personal financial, historical, demographic, and biometric data associated with individuals at the time of employment application, and further as necessary through the application, evaluation, and hiring process. The data collected includes but is not limited to:

- Name(s)
- Addresses
- Government Issued Identification Numbers
- Personal Financial Information
- Employment History
- Education History
- Criminal History
- Protected Class Status
- The names and contact information of references

## **4. Purpose of Collecting the Data:**

We will use the data collected in the internal review process of determining whether an individual applying for employment is suitable to fill an open position. We will retain records of the application process for purposes of validating and improving internal personnel and other business processes.

## **5. Prohibition of Selling Personal Information:**

We will not sell the information collected to any third party either individually or in aggregation with other individuals' data.

**6. Sharing Personal Information:**

We may share the information collected with affiliated entities including corporate parent and subsidiary organizations, third party service providers assisting us in performing background checks, records verification, and facilitating other parts of the employment review process, and consultants engaged to provide Human Resource Management and other personnel related services. These entities are obligated to adhere to the stipulations of this policy.

**7. Storage and Processing of Information:**

Access to the information collected is restricted to those individuals with a need to know the information for purposes of performing tasks associated with the employment application and review process. Information may be collected and stored in written, recorded, or electronic forms. Physical records will be maintained in secure environments within our facilities and the facilities of our affiliates and service providers. Electronic records will be stored in using commercially reasonable encryption and accessible to authorized personnel through secure systems.

We will process data using our internal systems and the systems of our affiliates and service providers. We will not publicly publish or openly disclose any information collected.

**8. Data Disposition:**

The data, whether collected directly from the applicant or derived from other research is the property of Hannover Life Reassurance Company of America for use as described in this policy. It may be persisted in our systems beyond the application process whether or not an offer of employment is made.