

Employee Privacy Notice



Introduction

We (Assicurazioni Generali S.p.A. United Kingdom Branch) are committed to process your personal information securely and transparently. This Privacy Notice sets out how we will use and protect your personal information.

We act as Data Controller, which means we are responsible for deciding how to hold and use personal information about you.

This notice applies to potential, current and former employees, as well as to contractors working for us.

Purpose of processing

We will process your personal information for the purpose of managing your employment relationship with us, this will include:

- Administering the contract we have entered into with you.
- Determining the terms on which you work for us.
- Paying you and deducting tax and National Insurance contributions (if applicable).
- Liaising with our employee benefit providers including your pension provider (if applicable)
- Checking you are legally entitled to work in the UK.
- Managing sickness absence.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our contract with you.
- Dealing with legal disputes involving you, or other employees, workers and subcontractor including accidents at work.
- Ascertaining your fitness to work.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- Equal opportunities monitoring.
- Reporting purposes including but not limited to Headcount and Diversity.

Collection of personal information

We will only collect personal information about you that is strictly required to fulfil the above purposes.

We typically collect your information directly from yourself during the recruitment process and throughout the course of your employment. We will also collect your personal information from recruitment agencies, medical providers, government bodies (such as the tax authority), companies providing credit and criminal record checks, former employers, and employee benefit providers.

Types of personal information we process

We hold many types of personal information about you, including:

- Employment records (including job titles, work history, working hours, training, records, qualifications and professional memberships).
- Personal contact details such as addresses, telephone numbers, and personal email addresses.
- Dependents, next of kin and their contact details.
- Medical or health information including whether or not you have a disability.
- Gender and date of birth.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave and pension information for employees only.
- Location of workplace, building entry card records / CCTV footage
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Disciplinary and grievance information.

- Criminal record history and details of your credit records.
- Information about your use of our information and communications systems.
- Photographs.
- Passport.

Some of the personal information that we may process will be sensitive data such as information about your health, disability, racial or ethnic origin, religious or philosophical beliefs or criminal convictions, and this sensitive data will only be processed for the purposes defined within this privacy notice.

Lawful basis for processing your personal information

Depending on the activity, we rely on the following lawful basis for processing your personal information:

- Necessary in order to perform the employment contract that we are party to (e.g. to ensure that you are paid).
- Necessary in order to carry out legally required duties (e.g. paying national insurance or income tax).
- Necessary in order for us to carry out our legitimate interests (e.g. assessing training needs).

Whilst rare, we may also use the following legal basis:

- Necessary to protect your interests.
- Where something is done in the public interest.

Sharing of Personal Information

We will share your personal information with providers of the employee benefits, both those that are automatically included as part of your contract of employment and those that you choose to join.

We may also share your personal information with:

- Legal Advisers.
- Accountants.
- Our Clients.
- Recruitment Agencies.
- IT service providers.
- Banking providers.
- Payroll providers.
- Official government bodies such as HMRC.
- Pension Provider.

As an international company, your personal information will also be shared with our Head Office / Regional Offices, and providers appointed by them, for the purposes of social, learning, development, communication, remuneration, talent review, employee management and global mobility as part of your employment relationship within the Generali Group. We also share personal information with our Head Office for the purposes of diversity and inclusion monitoring and reporting.

In accordance with our credit checking and vetting policy, your personal information will be shared with third parties in order to undertake credit and criminal record checks.

Where your personal data is shared, we will ensure it will be protected in accordance with the data protection regulations.

Sharing of Personal Information outside the UK

We will share information about your employment with us, with our head office and the regional offices. We will share your work contact details globally within the Generali Group. We may also share your information with other Generali Group entities where you apply a role with that entity.

In addition some of the IT platforms we utilise to manage your personal information, may be supported by providers outside of the United Kingdom (UK). Where this is the case, we will put in place measures to protect your personal information, including putting in place appropriate organisational, security and contractual clauses.

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Retention

We will only keep your personal information for as long as we need to in order to fulfil the purposes set out in this privacy notice, and for as long as we are required to keep it by law or regulatory requirements, or need to keep it for the establishment, exercise or defence of legal claims.

Once you are no longer an employee, we will retain and securely destroy your personal information in accordance with our data retention and deletion policy (which is maintained on the intranet) and applicable laws and regulation.

Your rights in connection to your Personal Information

We will ensure that the personal information we hold about you is correct, up to date and that it is processed legally. If you however feel this is not the case, you have the right to:

- Request a copy of the information we hold or for us to share it with another party.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

You can exercise these rights by contacting Human Resources, either in writing or by email.

Concerns

If you have any concerns about the processing of your personal information, you can contact the Data Protection Officer, by email at privacy@generali.co.uk.

You can also contact the Information Commission's Office by calling 0303 123 1113 or through their website at www.ico.org.uk.