

## Allianz Malaysia Privacy Statement for processing candidate profiles and applications in the Allianz Careers Portal

Allianz offers you a state-of-the-art online Careers Portal, designed to help you search and apply for various job opportunities at Allianz. When you use the portal, Allianz processes and uses your personal information, which is any data linked/ attributed to you (hereinafter referred to as “**personal data**”).

This Privacy Statement sets out which kind of personal data will be collected, processed and used in the context of the Allianz Careers Portal, for which purposes, with whom this personal data may be shared and which rights you have as data subject in this regard.

In addition, the Privacy Statement also provides important information about how we process and make decisions about job applications, including systems we use, leveraging artificial intelligence and automation features.

Protecting your privacy is a top priority for us. **Please read this notice carefully.**

### Scope of this Privacy Statement

This Privacy Statement applies to both **internal (Allianz employees) and external applicants** wishing to explore and/or apply Allianz job opportunities advertised via the Allianz Careers Portal.

Allianz Group operates in almost 70 countries with its headquarters, Allianz SE, located in Koeniginstrasse 28, 80802 Munich, Germany. For the purpose of this Privacy Statement, we will refer to all Allianz companies using the Allianz Careers portal as “**Allianz**”, “**we**”, “**us**” or “**our**”. In some instances, additional local Privacy Statements may apply due to the local regulations in each country and can be accessed in the following link: Allianz companies.

Kindly note that this privacy notice does not apply to you, if you are:

- a candidate applying to one of the **Allianz USA-based entities**, e.g. Allianz Life Insurance Company of North America and its subsidiaries in the USA or AGA Service Company, registered in the USA. Please check the Allianz Life Insurance Company of North America and/or AGA Service Company Privacy Notice for information about how your personal information is collected, used and disclosed.
- an employee a candidate applying for a job with **Allianz Australia Insurance Limited and its subsidiaries** in Australia and New Zealand. Please check the Allianz Australia Services privacy policy for information about how your personal information is collected, used and disclosed.

### 1. Who is responsible for the processing of your personal data?

Allianz Careers portal consists of the **Allianz Careers website**, recruiting and content management systems, where we process your personal data and job applications.

Allianz SE is solely responsible for the operation of the **Allianz Careers website**. For information about personal data processing on the website, please refer to a separate Privacy Notice. Allianz companies which advertise their job opportunities via the website are solely responsible for the content of their respective advertisements.

Allianz SE is jointly, with other Allianz companies, responsible for the operation of the recruiting and content management systems, to ensure the systems meet the recruitment needs and strategies of the Allianz Group. The Allianz companies jointly design and maintain the systems and its functionalities to ensure your experience is enjoyable and seamless when searching or applying for various job opportunities. Allianz companies are also jointly responsible for processing all your personal data you decide to share with us. Once you create your own candidate profile, you can decide on the scope of the Allianz companies you would like to share your data with. More information on the options you can select from is provided in **Section 4** of this Privacy Statement.

**Once you submit an application for a job**, the Allianz company which provided the job offer, becomes the single responsible data controller for the processing of your personal data in relation to this application. The Allianz company where you applied for the job will solely make a decision in regard to the evaluation and handling of your application as well as determine how long your application data will be retained for.

## 2. What personal data will we collect, process and use?

We will collect, process, and use the following types of your personal data

- Login details: e-mail address and password;
- Your anonymized IP address and browsing behavior;
- Basic personal details: first name, last name, email address, phone number, country of residence, date available for this job; Upon voluntary basis: middle name, street and number, city, postal code and referrer name;
- Gender identity & special needs during the recruitment process (optional and depending on the country local regulations of the Allianz company offering a job);
- Any information you provide to us in your CV (resume) and/or cover letter and/ or additional documents to support your job application;
- Any other personal information that you voluntary decide to include in your CV (resume) and/ or additional documents you share with us when creating a profile, joining Talent Community of when sharing it with a specific Allianz recruiter;
- Your job preferences you shared with us when setting up your personal Job alerts (optional) as outlined below in **Section 3**
- Communication between you and Allianz (for example when confirming an interview or preparing screening questions and responses in regards to your application)
- Information you publicly shared on external professional networking platforms such as LinkedIn, provided you gave us prior consent to collect such information and we process it in line with the Terms & Conditions of the external platform
- Audio or video recordings and any written submissions you provide to us in support of your application during an interview pre-screening process

Any other data in support of your application based on the local regulations of the Allianz company offering a job opportunity.

### 3. For which purposes do we collect, process and use your personal data?

Please find Table 1 and Table 2 describing purposes when we collect, process and use your personal data:

Table 1: Where Allianz companies are jointly responsible:

Purpose
When you access the Allianz Careers Portal website, to provide you <b>with content you are interested in</b> and for <b>technical administration</b> required to maintain a secure website
Provide <b>technical support</b> in regard to your profile (e.g. log-in issues) and ensure security of the systems where we manage your personal data
<b>Research and develop the Allianz Careers Portal website</b> , based on the analysis of website use, in line with your preferences selected in the Cookie Settings. You can access more information about the Allianz Careers Portal website in a separate <a href="#">Privacy Notice</a>
Create <b>anonymized reports</b> to gain further insights to improve our offering and to perform statistical analyses. Such reports are based on us tracking your activity on your candidate profile and applications using Adobe Analytics Java scripts (based on your cookie preferences). The following activities are tracked: Login / submit of data capture form / saving a draft of a job application / abandoning the job application / application for a job.
Enable you to create and manage <b>your candidate profile</b> which you will use when searching and applying for job opportunities. You can also decide how broadly you would like to share your profile within the Allianz Group. You can adjust & amend your personal profile including personal information and documents you shared with us anytime by accessing your profile settings as described in <b>Section 4</b> .
<b>Enable us to contact you</b> should we believe that you may be a good fit for an existing job opportunity based on your profile, personal data and documents you have provided to us
Enable us to use <b>Artificial Intelligence (AI) technologies (Resume parser – see Section 5)</b> when processing your profile information to enable us to structure the relevant data from your profile and application documents e.g. CV
Enable us to use <b>Artificial Intelligence (AI) technologies (AI Discovery and Fit score – see Section 5)</b> in order to identify suitable job opportunities based on your <u>skills, job title, work experience and location</u> .
Enable you to <b>search for jobs</b> that interest you
Inform you about <b>new job postings</b> via <b>email notifications</b> :  a) Based on the keywords you have entered in the search on Allianz Careers Portal website. You can opt-in to use this feature by saving a particular search and selecting the frequency of email notifications you want to receive, hence creating a job alert. b) You can opt-in to receive job alerts based on the job title which you have applied to. You can do so by checking the checkbox “Receive new job posting notifications” when creating your candidate profile. The full list of the saved Job Alerts you will find in your profile by clicking on Options → Job alerts. There you can also delete or change them.

Share with you **marketing newsletters** if you opt-in for this feature. You can opt-in in two alternative ways:

- a) By ticking the checkbox "Yes, I want to receive communication about job opportunities and relevant news from Allianz" on candidate profile creation in the section "Notification" / in your existing candidate profile in the section "Search Options and Privacy"
- b) By ticking the checkbox "Yes, I want to receive communication about job opportunities and relevant news from Allianz" when providing your personal data when joining our Talent communities directly on our Allianz Careers portal Website.

Enable you to **join a Talent community** in order to receive relevant news from Allianz and information about suitable job opportunities based on your **skills, job title, work experience and location** using Artificial Intelligence (AI) technologies.

Use pseudonymized personal data to **train our AI algorithms** to improve their efficiency and effectiveness with the aim of achieving better job matching results in the future

Table 2: Where Allianz companies are responsible individually

Purpose
Receive, process and assess <b>your application</b> for a job you apply for. This may include request for additional information by each Allianz company, depending on the local regulations. Please refer to additional local privacy notices, <a href="#">Allianz companies</a> , where applicable.
Enable us to use <b>Artificial Intelligence (AI) technologies (AI Discovery and Fit score</b> – see Section 5) when assessing your job application along the following criteria: <u>skills, job title, work experience and location</u> .
Process your <b>written submissions, audio or video recordings</b> in order to further assess your suitability for a job you applied for. The audio and video recordings are transcribed using <b>AI technologies</b> .
Use pseudonymized data based on your personal data to <b>train our AI algorithms</b> to improve their efficiency and effectiveness with the aim of achieving better job matching results in the future.
Organise and schedule <b>an interview using AI / automation technologies</b> if your application was shortlisted for an interview.
Enable us to process your personal data made publicly available via external <b>professional networking platforms</b> such as LinkedIn if your profile is of interest to us (with your prior consent)
Initiate the <b>onboarding process</b> in case of a successful outcome of your application
Establish, enforce or defend against <b>legal claims</b>
Meet <b>legal obligations</b> depending on any country-specific local regulatory requirements

Comply with **requests from courts or regulators** or where it is necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person or violations of Allianz policies or terms.

Generate **anonymized reports** for any internal and external reporting purposes.

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

For the purposes mentioned above, we will disclose your personal data to the following recipients or categories of recipients:

- **HR-related functions** within Allianz (recruiters, HR business partners, HR shared services centers, HR super administration users involved in processing your job application or providing support regarding your account);
- **Hiring managers** in business functions where a job opportunity exists (only relevant to shortlisted candidates by the recruiters)
- **Allianz Companies :**
  - When you sign up in one of our **Talent Communities** on our Allianz Career Portal website, your personal data and any information you provide to us including your CV (Resume) will be shared with all Allianz companies, which means you may be contacted by any of the companies for any suitable job opportunities (your data is referred to as Lead data).
  - If you agreed that one of **Allianz recruiters adds your personal data** to our candidate database, your personal data will be shared with other recruiters who have the same level of access (scope) as the recruiter who added your data to our candidate database\_(your data is referred to as Lead data).).
  - Once you decide to **create a candidate profile with Allianz**, which you will need if you would like to apply for a job opportunity, you can then decide to make your profile available to other Allianz Companies as follows:
    - 1) all Allianz recruiters worldwide
    - 2) recruiters in the region of the country of your residence or country where a job is advertised
    - 3) only companies where you applied for a job – please note that some recruiters processing your application may be located in another country to where a job opportunity exists

The above options can be selected when creating your candidate profile. Your preferences can however be adjusted anytime when in your profile in the section **“Search Options and Privacy”**

- **Third party agents, service providers and advisers** (commissioned by us to provide HR services and IT maintenance/ support);
- **Law enforcement, government authorities or courts** where necessary to comply with applicable laws;

- **Other parties** 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).

We will not disclose your personal data to any parties who are not authorized to process them.

## 5. What systems, including Artificial Intelligence (AI) technologies does Allianz use when processing your personal data?

Allianz uses the following systems when processing your personal data:

- **Our recruiting system**, which enables:
  - creation of job postings on the Allianz Careers website
  - creation of applicant profiles
  - processing of all job applications
  - recording of job offers, leading to an onboarding process of the successful applicants
- **Our content management system**, which offers **Candidate Relationship Management** functionalities as well as **AI technologies** which enhance the efficiency and effectiveness of our recruitment process and management of our candidate pools. Following are the AI technology components we use:
  - **Resume parser:** an AI tool which automatically structures data from your submitted CV (resume) and other documentation so that we can use this data when engaging with you as a potential candidate or job applicant
  - **Fit score:** an AI technology which provides an indication of a likely fit/match between your profile and an advertised position. The fit score generated by this AI technology considers a limited number of job-relevant parameters (job title, experience, location & skills) and serves as an indicator to our recruiting teams when assessing your suitability for a particular position. Settings for the above mentioned parameters are always determined by the recruiters, depending on the job requirements and specifications.
  - **AI Discovery:** is a collection of Fit score recommendations to our recruiters of candidates which may be suitable for an advertised job opportunity, however which have not yet applied for the opportunity (e.g. Talent community members)
  - **Video/ audio transcriptions:** are automated transcriptions of submitted recordings during the screening process
  - **Automated interview scheduling:** is a tool which enables faster organization of a suitable interview time slot with a to-be-interviewed applicant with Allianz business/ HR representatives

Important note regarding the AI technologies:

As per the AI Act issued by the European Commission, in force since 1. August 2024, the AI systems intended for use in the recruitment or selection of natural persons, in particular when placing targeted job advertisements, analyzing and filtering job applications and evaluating candidates, are considered **High Risk AI Systems**. Allianz applies strict technical and organizational controls to ensure ongoing and proactive management of the risks associated with the use of such AI Technologies, including human oversight, bias detection, cybersecurity measures, accuracy checks and record management.

All data used in **training our AI systems** are pseudonymized and used to improve the systems' functionality.

## Does Allianz use automated decision making when assessing your profile/ job application?

The use of the Fit score and AI Discovery functionalities, may be considered automated decision making in that the functionalities produce a Fit score, which serves as an input for our recruiters when determining the next steps in the recruitment/ selection process (hence resulting in a legal effect to you as an applicant). We use these functionalities only with your explicit consent, which can be withdrawn at any time (please refer to Section 9 in regards to your rights).

The suggested fit scores use a limited number of job-relevant parameters (job title, experience, location & skills) to assess your likely fit against the job requirements and may not assess any additional and important aspects. As such, we have implemented robust organizational measures, training and quality controls to ensure human oversight of the accuracy of the fit score functionality and fairness during the profile/ application process. As an example, Allianz recruiters are able to add information to your profile or correct any information, which may not be processed accurately by the AI. Further, recruiters always determine the selection of applicants for an interview with hiring managers and their teams. This may include additional information requests/ screening questions sent to applicants, which are always triggered and reviewed by recruiters. Likewise, decisions to ultimately hire successful candidates are always made by humans.

Should you wish to obtain more information about how your particular profile/ job application was processed using automation/ AI, please contact us as detailed in **Section 10**, providing your name, email address, and background to your request.

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

The Allianz Careers Portal, uses various data centers in an outside of the EU and the European Economic Area ("EEA"), using the Akamai IP assignment, which ensures connection to the most optimal data center, depending on the location of the user and internet traffic. As such, your personal data may be processed worldwide, both inside and outside of the EU and the EEA, by the parties specified above in Section 4. Please note that all countries, also within the EU or EEA, have different laws regarding the protection of personal data. When your personal data is transferred from your own country to another country, the laws and rules that protect your personal data in the country to which your information is transferred to may be different from those in your country and thus may provide a lower data protection standard.

If you are resident of the EU or EEA, whenever we transfer your personal data for processing outside of the EEA by another Allianz Group company, we will do so on the basis of the binding corporate rules (BCRs) of Allianz which establish adequate protection for personal data and are legally binding on Allianz Group companies. The public version of the BCRs and the list of Allianz Group companies that comply with them can be accessed [here](#).

Where the BCRs do not apply, we will instead take steps to ensure that the transfer of your personal data outside of the EEA receives an adequate level of protection as it does in the EEA. You can find out what safeguards we rely upon for such transfers (for example, Standard Contractual Clauses) by contacting us as detailed in **Section 11**, or the respective Allianz company (refer to the following link: [Allianz companies](#)).

## **7. How do we protect your personal data?**

Allianz maintains appropriate technical and organizational security measures designed to protect your personal data against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or

use. All our employees and contractual partners are bound by confidentiality and may only process your personal data based on the "need-to-know" principle.

## 8. How long do we keep your personal data and how can you delete your own data?

We are committed to keeping your personal data no longer than necessary to fulfil the purposes the data was collected for or to fulfil our legal obligations. Therefore, your personal data will generally be deleted according to the following deletion rules:

- a) The personal data on your candidate profile will be deleted automatically after six (6) months of inactivity period from your last login date and in case that there are no active applications linked to your profile, unless you log in again. We will inform you of inactivity to give you the chance to prevent the deletion of your profile (should you decide to keep it).
- b) The personal data you shared with us via a Talent Community or via one of our recruiters (Lead data) will also be deleted automatically if no activity is detected by Allianz recruiters on such Lead data for six (6) months.
- c) The personal data on the job applications will be deleted six (6) months after the last closure date of application, which applies in most countries Allianz operates in. This timeframe however may be different in certain countries due to specific local regulations, documented in the following link: [Data retention timeframes for Allianz companies](#).

The link also provides the privacy notice of the respective Allianz Company in a given country. For further details regarding data retention and deletion, please contact the specified Data Protection Officer in the respective Allianz company.

- d) You also have the possibility to delete your profile and application data manually by following the below steps:
  - 1) Go to [www.careers.allianz.com](http://www.careers.allianz.com)
  - 2) Log in to your profile by clicking on 'View profile' on the top right
  - 3) Use your credentials to log in (Email Address, Password)
  - 4) If you do not remember your password, please click on 'Forgot password'
  - 5) Once logged into your profile, click on 'Jobs Applied' dropdown menu and click on the respective application. In case you have active job applications, please refer to Step 6 to withdraw your applications. In case no applications are outstanding, please directly proceed to Step 7.
  - 6) Click on 'Withdraw Application' at the bottom of the page. Please follow same steps to withdraw all active applications
  - 7) Once logged into your profile, click on 'Options' from the menu on the top right and select 'Settings'
  - 8) Click on 'Delete Profile' at the bottom of the page
  - 9) After opting for manual deletion of your candidate profile, your applications will be automatically closed and your personal data will be deleted immediately. However, please note: your applications already closed in the past will be retained in the system as part of the job application (as described above in **section b**) even after your personal data on your candidate profile have been deleted.



- e) In case you prefer that your data be deleted by Allianz upon your request, please contact our central Allianz Careers Portal team on [privacy@talent.allianz.com](mailto:privacy@talent.allianz.com).

## 9. What are your rights in respect of your personal data at Allianz Malaysia?

To the extent permitted by applicable data protection laws and regulations of the Allianz Company you have applied to, you have the right to:

- **Access** your personal data that you provided to us by using the Allianz Careers Portal or to request additional information including the origin of the data, the purposes and means of the processing, the details of the data controller(s), the data processor(s) and the parties to whom the data may be disclosed
- **Update or correct** your personal data so that it is always accurate;
- **Obtain** your personal data in an **electronic format** and/ or request to **transmit** this data to another party you nominate
- **Withdraw your consent** at any time with effect for the future, where your personal data is processed with your consent. Please note that when you withdraw your consent to process your personal data, Allianz Malaysia may not be able to continue with your application for employment.
- **Request a review of our decision regarding your job application**, particularly given we use automation and Artificial Intelligence (AI) as part of our processing activities relating to your application.
- **File a complaint** with the local data protection authority.

You may exercise these rights by contacting us as detailed in **Section 10** below, providing your name, email address, and purpose of your request.

### Right to prevent processing likely to cause unwarranted damage/distress

In the event that you wish to send a request to prevent processing likely to cause unwarranted substantial damage or distress to you or another person, you have the right to object to the processing relating to your particular situation. In such case we will no longer process your personal data unless we have compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defense of legal claims.

## 10. How can you contact us?

If you have any queries about this Privacy Statement or how we use your personal data in the context of the Allianz Careers Portal, you can contact our Allianz SE Group Chief Privacy Officer by email or post as follows:

Allianz SE  
Group Chief Privacy Officer  
Koeniginstrasse 28  
80802 Munich  
Germany  
[goodprivacy@allianz.com](mailto:goodprivacy@allianz.com)

Allianz Malaysia Berhad and its affiliated companies, Allianz Life Insurance Malaysia Berhad and Allianz General Insurance Company (Malaysia) Berhad (collectively referred to as "Allianz Malaysia")

You can also contact the responsible Privacy Contact Person of the Allianz Malaysia via [privacy@allianz.com.my](mailto:privacy@allianz.com.my)

### **11. How often is this notice updated?**

We regularly review this privacy notice. We will ensure the most up to date version is published here. This privacy notice was last updated on 30 September 2024.