

MetLife Job Applicants Privacy Notice

Who are we?

We are MetLife Europe d.a.c. (Cyprus Branch) (“**MetLife**” for the purposes of this Privacy Notice). MetLife is a limited liability company incorporated in the Republic of Ireland with registration number 415123 and registered office at 20 on Hatch, Lower Hatch Street, Dublin 2, and Ireland. Its Cyprus Branch is registered with the Registrar of Companies with registration number AE2955 and registered address at 38 Kennedy Avenue, 1087 Nicosia, Cyprus. MetLife strongly believes in protecting the confidentiality and security of your personal data, which is any information that is capable of identifying you as an individual person.

Who this applies to?

This Privacy Notice only applies to the personal data of job applicants, potential candidates for employment, and our optional recruiting programs and events. It does not apply to our employees, contractors or clients, or other personal data that MetLife collects for other purposes.

MetLife may process their personal data in their capacity as data controllers and this Privacy Notice for Job Applicants (“Privacy Notice”) describes how MetLife collects, processes, stores and protects data provided to MetLife in connection with our recruitment processes and programs.

How we know about you?

We usually collect personal data directly from you, when you apply for a role with us or when you send us your spontaneous application, or from third parties such as professional recruiting firms.

What personal data do we process?

Identification information including:

- full name, contact information (e-mail, telephone and home address) date and place of birth, etc.
- Nationality / visa / right to work permit information; (e.g. passport, driving licence, National Insurance numbers).

Expectations:

Details of the type of employment desired, current and/or desired salary and other terms relating to compensation and benefits packages, available start date willingness to relocate, or other job preferences.

Languages spoken and other relevant skills

Employment background including:

- Work history/job data; previous employers, positions, dates, etc.
- Employer feedback / references to include regulated references where

necessary;

- details of current and previous employers, positions/titles held, working locations, supervisor and reporting lines, employment status, working hours, years of relevant work experience;
- achievements.

Education background including;

- name and location of school attended; educational qualifications, professional qualifications, licenses, certifications, memberships, awards and/or permits obtained, and other work-related training undertaken;

Assessment results to psychometric tests (such as a situational judgement test, ability or personality test), interview (face to face, telephone or video), behavioral assessments (such as a role play, group exercise or presentation), technical assessment.

Pre-employment screening checks (e.g. credit history, anti-money laundering check, criminal records checks only for eligible positions under Fit & Proper and / or where permitted under local law).

Compensation information, including current and expected basic salary, benefits, bonuses, details on stock options, stock grants and other awards etc.

Special Categories of Data, for example,

- background and criminal checks where permitted by law,
- Health information such as disabilities when relevant for a position and permitted by law.

What for?

- Identifying candidates for potential employment
- Assessment of suitability of candidates against our job opportunities
- Appointment of new staff
- Verifying information (where applicable)
- Managing human resources
- Workforce planning
- Managing operations
- ensuring compliance with legal requirements, such as Fit & Proper requirements
- ensuring compliance with diversity and inclusion requirements and practices
- communication with applicants

Legal basis for our processing of personal data, which is not a special category of personal data, are:

- to take steps at your request prior to entering into the performance

Who do we share your personal information with?

of a contract with you;

- to comply with our legal and regulatory obligations,;
- to protect your vital interests or the vital interests of another person or
- for our legitimate interests in ensuring we have the right human resources to manage our operation

We process special categories of personal data only where you have provided your explicit consent or for the purposes of carrying out the obligations and exercising specific rights of MetLife or yourself related to employment and social security and social protection law or a collective agreement.

We may disclose your personal data with:

- Internal employees such as people who will participate in the Recruitment process
- If you are offered and accept employment with MetLife, the information collected during the application and recruitment process will become part of your employment record and will be shared with internal employees in HR, IT, Legal, Compliance, etc.
- Other companies in the MetLife group. MetLife is a global company, which means your information may be stored and processed outside of the country or region where it was originally collected including in the United States
- Certain external third parties including companies who provide candidate interview and assessment services, suppliers who undertake background screening, etc;

Your information will only be shared if it is necessary to do so and will be limited to what is necessary.

How do we protect your information?

The security and confidentiality of your personal data is extremely important to us. We have technical, administrative, and physical security measures in place to:

- protect your personal data from unauthorised access and improper use;
- secure our IT systems and safeguard the information; and
- ensure we can restore your data in situations where the data is corrupted or lost in a disaster recovery situation.

Where appropriate, we use encryption or other security measures which we deem appropriate to protect your personal data. We also review our security procedures periodically to consider appropriate new technology and updated methods. But, despite our reasonable efforts, no security measure is ever

perfect or impenetrable.

We may transfer your personal data to other countries. The countries in the European Economic Area are considered to provide the same level of protection to personal data. Where we transfer personal data or share it with others outside the European Economic Area, we will ensure that we and those persons or companies who we transfer it to agree to protect it from improper use or disclosure, in accordance with data protection law by [model clauses](#) or other appropriate mechanisms. You can request further details and a copy of these by contacting us using the details in the section at the beginning of the Privacy Notice headed 'How to get more help'.

Companies outside the European Economic Area with whom we may share your personal data include our other group companies, IT providers and other suppliers and service providers.

How long will we keep your information?

MetLife retains your information for no longer than is necessary for the purposes for which the information is collected.

Our data retention policies comply with all applicable laws and privacy legislation to which we are subject. They set out how long we are allowed to retain different types of data we hold and are reviewed on a regular basis.

In addition to using applicant data for the position for which you have applied, MetLife may retain and use your data to consider you for other positions. Unless required for tax or other legal purposes, applicant data will be retained for a maximum of 12 months (or less where required by law).

If you do not want to be considered for other positions or would like to have your applicant data erased, please contact:

HR Department at MetLife
38 Kennedy Avenue, 1087 Nicosia, Cyprus
or email: HR_Department@metlife.com

Please note, however, that some information may be retained if required by law.

We safely and securely destroy data which we no longer need to keep in accordance with time limits set out in our policies.

If you accept an offer of employment by us, any relevant Personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with specific country requirements.

Your Rights

You are entitled to the following:

- Right to access data – Data Subject has the right to be informed of the personal data that MetLife holds in relation to them.
- Right to object to certain types of processing – For example in relation to direct marketing
- Right to have personal data rectified – This means that inaccurate data must be rectified.
- Right to erasure or right to be forgotten – In limited circumstances, data subjects have the right to have data erased.
- Right to data portability – Data subject have the right to receive certain types of information in a format that can be transferred to another service provider.

If you have any queries about this notice or your Personal data generally, including questions about accessing your Personal data or correcting it, you should contact us by sending a request in writing to:

HR Department at MetLife

38 Kennedy Avenue, 1087 Nicosia, Cyprus

or email: HR_Department@metlife.com

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. We will post any changes to this Privacy Notice on our website.

Glossary

Personal data is any personal information relating to an individual who can be identified, directly or indirectly, by reference to that information.

Controller is the person or which decides the purposes and means of the processing of personal data either on its own or with others.

Model clauses are standard contractual clauses which have been approved by the European Commission as providing adequate safeguards to enable personal data to be transferred outside the European Economic Area.

Processing means any operation or set of operations which is performed on personal data such as collection, recording, organisation, structuring, storage, alteration, retrieval, consultation, use, disclosure, erasure or destruction.

Special categories of personal data are types of personal data which might show a person's race, ethnicity, political opinions, religious or philosophical beliefs, trade union membership, sex life or sexual orientation, details about their health and any genetic or biometric data. Under GDPR personal data relating to criminal offences and convictions are not expressly covered by this term. However in some local jurisdictions this term (or a similar term such as "sensitive personal data") may include them.