

# Malaysian Branch – Privacy Notice

Hannover Re Malaysian Branch (“HRMalBr”) is committed to protect the privacy of your personal data and to ensure that it is processed in accordance with the Personal Data Protection Act 2010 (“PDPA”). This notice is issued pursuant to the PDPA and will inform you of your rights with regards to your personal data that has been and/or will be, collected and processed by HRMalBr.

## 1. Personal Data

### Type of personal information

During the course of HRMalBr’s dealing with you, HRMalBr may collect, use, disclose and/or process your personal data which may include but not limited to personal information about you concerning your name, gender, address, telephone number, photographs, employment history, job qualifications and email addresses (“Personal Data”).

### Source of personal data

HRMalBr collects Personal Data through several methods which include but not limited to:

- Information you have provided to us in writing, electronically and/or verbally;
- Information obtained independently by us or have been given to us from other lawful sources or publicly available sources;
- Information from recruitment agencies when your or our recruitment agencies send us completed enquiry or application forms or resumes, including online and hardcopies;
- Any form that you have submitted to us;
- Any email, correspondence, inquiry from you or with us;
- Any document (including Statutory Declaration forms) submitted to us for processing;
- Business cards given to our employees; or
- Information from/ through various channels such as any government agencies, database for insurance or reinsurance companies, our business partners or any independent third parties to whom you have granted consent.

## 2. Purposes of collecting and further processing (including disclosing) your personal information

The Personal Data may be collected, processes, used and/or disclosed for the following purposes including but not limited to (“Purpose”):

- Providing you with our services or any information you have requested;
- comply with agreements related to products or services that we provide to you such as reinsurance arrangement;
- Enable us to perform our obligations and enforce our rights under an agreement or documents that we are a party to;
- Considering applications for employment, or for the purpose of employment;

- Identify you and implement risk assessment programs and procedures to protect against fraud, errors or misrepresentation;
- Understand your needs, the suitability of our services and assess future needs through surveys, market research, statistical and analytical studies relating to reinsurance businesses;
- Improvement of our services;
- Preventing, detecting, investigating and reporting actual or suspected money laundering, terrorist financing, trade sanctions, bribery, corruption and criminal activities generally or other unlawful activities; and/or
- Other lawful purposes as may be appropriate or required by law, directive, and/or regulations of any governing bodies.

### **3. Consequences of failure to provide Personal Data**

It is necessary for HRMalBr to collect and to retain your Personal Data for the Purpose.. It is also obligatory for you to supply personal data to HRMalBr in most accurate manner. Failure to provide Personal Data may affect HRMalBr's ability to fulfil the Purpose.

### **4. Right to access or correct of Personal Data and withdrawal of consent**

You have the right;

- i) to access, correct or update your Personal Data held by HRMalBr, and
- ii) to inquire or complaint in regards to HRMalBr's handling of personal data

by contacting our Local Data Protection Officer at 03-2687 7619 or email to [hrrmb\\_compliance@hannover-re.com](mailto:hrrmb_compliance@hannover-re.com). For access of data, we reserve our rights to charge for any necessary costs incidental to your request.

You may also write to us to withdraw your consent or restrict the purposes or methods in which we process your Personal Data and the Personal Data relating to other persons who may be identified from your Personal Data. However, failure to provide or supply us with your Personal Data may affect HRMalBr's ability to fulfil the Purpose.

### **5. Disclosure of Personal Data (within or outside of Malaysia)**

HRMalBr is responsible for the personal data under HRMalBr's control. HRMalBr take every measure to provide a comparable level of protection for personal data should the information be processed by any third party or outside Malaysia by our vendors or experts.

By providing your Personal Data to HRMalBr, you hereby consent and authorise HRMalBr to disclose your Personal Data to third parties (on a need-to-know basis), including but not limited to the following:

- Individuals or organisations within our group of companies (parent/holding companies, subsidiaries of parent/holding companies, and affiliates);
- Independent agencies performing references and background checks;

- Consultants, auditors, outsourcing service providers, fund managers, lawyers, accountants, or other professional advisers;
- Third party agencies providing survey, statistical and analytical studies/researches;
- Any lawful person, government authorities, law enforcement agencies. Courts, tribunals, regulatory bodies and/or statutory agencies or bodies;

for the Purpose.

## **6. Personal Data retention and Security requirement**

HRMaIBr will keep your Personal Data only for as long as necessary.

- Personal data will be deleted or physically destroyed if the purpose for data processing ceased to exist.

HRMaIBr has robust processes in place in order to ensure that reasonable and appropriate technical, security and confidentiality measures are taken. These processes are to safeguard your personal data against loss, theft, unauthorized disclosure, copying and unauthorized use or modification.

- Technical measures include firewalls, virus protection, encryption of hard disks, risk assessments and penetration testing.
- Non-technical measures include our employee's awareness and behavior in handling personal data.

This website may contain links to other third party websites which we have no control. In this event, please review and understand the respective privacy policies that may be available on their websites.

HRMaIBr reserve the right to amend or vary this Privacy Notice at any time and from time to time. Any amendment or variation will be posted on our website. Please visit our website from time to time to ensure that you are well informed of our latest Privacy Notice.