

Munich Re Specialty Group UK Services Limited – Employee Privacy Notice

This privacy notice is designed to help you, as an employee of either: Munich Re Specialty Group UK Services Ltd (MRSGUKS), Munich Re Specialty Group Ltd (MRSG), Munich Re Syndicate Ltd (MRSL), Munich Re Specialty Insurance (UK) Ltd (MRSIUK) or Roanoke International Brokers Ltd (RIBL), understand how we process your personal data.

The Data Controller for Munich Re Specialty Group UK Services Ltd is:
Munich Re Specialty Group UK Services Limited 1 Fen Court London EC3M 5BN Tel: +44 (0) 20 3003 7000

The Data Protection Officer for Munich Re Specialty Group UK Services Limited is:
The Data Protection Officer Munich Re Specialty Group UK Services Limited 1 Fen Court London EC3M 5BN Tel: +44 (0) 20 3003 7000 Email: mrsguksdataprotection@munichre.com

Please contact the Data Protection Officer if you have questions concerning this privacy notice or your Data Subject Rights. These include:

- Data Subject Access Request: To request access to your personal data and information around its processing.
- Erasure: To have your personal data removed or deleted under certain conditions.
- Rectification: To have your personal data corrected if it is inaccurate.
- Restrict Processing: To restrict processing where your personal data is inaccurate, or the processing is unlawful.
- Data Portability: The transfer of your personal data to another Data Controller or yourself.
- To object to direct marketing (NOTE: we do not do direct marketing).
- To object to processing based on legitimate interest.

If you are unhappy with any response or have a complaint. You can raise this with:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: +44 (0) 303 123 1113

What information about you do we collect and process

Personal Data

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Individual Information	Name (including previous), address, marital status, date and place of birth, nationality, employer, job title, employment history, CV, qualifications, pre-employment references, background checks, your contract of employment, next of kin, dependents' details and their relationship to you, contact and emergency contact details, national insurance details, passport details, work permit and visa details	Yourself Agencies Past Employers	Group companies Benefit providers Payroll processing services and HR information system provider Other insurance companies and third parties	To set you up as an employee and to support your employment and the benefits/gifts provided. In connection with a proposed or actual sale, merger, acquisition, reorganisation, business transfer, financial arrangement, asset disposal, or other corporate or financial transaction relating to our business, employees and/or assets held by our business.	To support your employment contract
			Government agencies Referencing check provider	To comply with any legal requirements To protect the Company's position in the event of legal proceedings	Processing is necessary for the purposes of obligations conferred by law in connection with employment
			Group companies Government agencies	Equal opportunity treatment	Processing is necessary for the purposes of obligations conferred by law in connection with the Equality Act
	Photographs from corporate and social events	Yourself Marketing	Marketing	Historical record of an event	To support your employment contract
	Day 1 joining photographs (including profile photos on company platforms and applications)	Building facilities management	HR information system provider Within the Munich Re group	For safety and security purposes To prevent potential fraud and crime Relationship building and team management	

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
	Electronic records of building access	Building facilities management	Within the Munich Re group	For safety and security purposes To prevent potential fraud and crime	Legitimate interest
	Caring responsibilities	Yourself	Group companies Benefit providers Government agencies Payroll processing services and HR information system provider	To set you up as an employee and to support your employment and the benefits/gifts provided	Consent
	Social mobility	Yourself	Group companies HR information system providers	To support your employment	Consent
Statutory and anti-fraud information	Sanctions checking Passport, visa and work permit checking Credit/bankruptcy checking Verification checks for identification documentation, employment and employment gap, address history, academic history Electoral roll, Directorship search and Disqualified Directorship Record, regulatory checks, Anti-money laundering check, and professional qualification verification	Yourself Government agencies Third Parties	Group companies Government agencies	To set you up as an employee and to support your employment To pursue the legitimate interest of the Company for administration and to prevent fraud and potential crimes To protect the Company's position in the event of legal proceedings	To support your employment contract
				To comply with any legal requirements including regulatory obligations	Processing is necessary for the purposes of obligations conferred by law in connection with employment
	Health and Safety including Mental Health	Yourself	Group companies	To protect your health and safety	To support your employment contract

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Financial Information	Bank account details Company benefits/gifts Income and other financial information	Yourself Benefit providers Government agencies	Group companies Benefit providers Government agencies Payroll processing services and HR information system provider Other insurance companies and third parties	To support your employment and the benefits/gifts provided including your salary and pension To comply with any legal requirements In connection with a proposed or actual sale, merger, acquisition, reorganisation, business transfer, financial arrangement, asset disposal, or other corporate or financial transaction relating to our business, employees and/or assets held by our business.	To support your employment contract
					Processing is necessary for the purposes of obligations conferred by law in connection with employment

Special Categories of Personal Data

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Individual Information	Gender (legal), race, ethnicity, religion, belief, disability and health information Record of sickness and other absences Criminal records information, which may include criminal convictions, cautions, reprimands and warnings, and both unspent and spent depending on the level of the role and responsibilities	Yourself Previous employer Doctors and other medical professionals Government agencies Third Parties	Group companies Third Parties	To set you up as an employee and to support your employment To comply with any legal requirements Equal opportunity treatment In connection with a proposed or actual sale, merger, acquisition, reorganisation, business transfer, financial arrangement, asset disposal, or other corporate or financial transaction relating to our business, employees and/or assets held by our business.	Processing is necessary for the purposes of obligations conferred by law in connection with employment
				To set you up as an employee and to support your employment To comply with any legal requirements Equal opportunity treatment	Processing is necessary for the purposes of obligations conferred by law in connection with the Equality Act
	Gender (identity), sexual orientation and neuro diversity	Yourself	HR application support	Equal opportunity treatment	Consent

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Statutory and anti-fraud information	Gender (legal), race and health information Criminal records information, which may include criminal convictions, cautions, reprimands and warnings, and both unspent and spent depending on the level of the role and responsibilities Record of sickness and other absences	Yourself Previous employers Doctors and other medical professionals Government agencies Third Parties	Group companies Third Parties	To set you up as an employee and to support your employment and the benefits/gifts provided To comply with any legal requirements including regulatory obligations To pursue the legitimate interest of the Company for administration, diversity, to prevent fraud and potential crimes To protect the Company's position in the event of legal proceedings	Processing is necessary for the purposes of obligations conferred by law in connection with employment
	Health and Safety including Mental Health	Yourself	Group Companies	To protect your health and safety	To support your employment contract

CCTV

Please refer to the Guidelines for Data Protection at MRSG for the CCTV Policy.

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Individual information and special categories of personal data.	Images of yourself and your actions.	CCTV.	Group companies. Government agencies.	Security of staff and to protect the company from potential crimes.	Legitimate interest.
					Prevent or detect unlawful acts.

Monitoring of the use of Systems

Please refer to the employment contract and email monitoring policy.

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Individual information and special categories of personal data	Your telephone, internet and email usage and content, and that of company systems, tools and applications	Computer, telephone, internet and email systems	Group companies Government agencies	To protect the company from potential fraud or crime To enable the company to defend a legal position	Legitimate interest
					Prevent or detect unlawful acts

Please see below a list of the categories of recipients that we disclose personal data to:

Service Provider	Description of processing
Employment Checks	Reference screening/CRB/DBS check
Benefit provider	Employee Assistance Programme
Benefit provider	Private Medical Insurance (PMI)
Benefit provider	Private Medical Insurance Expat
Benefit provider	Group Income Protection (PHI)
Professional Development provider	Diversity Training
Benefit provider	Childcare Vouchers
Benefit provider	Give As You Earn
Pension providers	Pension scheme / details
Benefit provider	Critical Illness
Benefit provider	Ride2Work
Her Majesty's Revenue & Custom	Tax and National Insurance Contributions
Legal services provider	Legal services
Payroll processing services and HR information system provider	Payroll and personnel data
Professional Development provider	Apprenticeships
Benefit provider	Gift Cards
Benefit provider	Staff discount scheme

Service Provider	Description of processing
Benefit provider	Health Assessments
Healthcare service provider	Flu jabs
Healthcare service provider	Eye tests
Benefit provider	Travel, Expenses and corporate credit cards

Protection of your information

Your privacy is important to us and we follow strict security and organisational procedures in the processing, storage, destruction and disclosure of your information. This is to prevent unauthorised access or loss of your information.

Use of your Consent to process Personal Data and Special Categories of Personal Data

We may process your personal and special categories of personal data regarding caring responsibilities, social mobility, gender (identity), sexual orientation and neuro diversity based on your consent.

You are under no obligation to disclose the above information. If you choose to do so, then we will require your consent to process this data.

Where you have provided your consent for us to process your personal data and special categories of personal data, you can withdraw your consent at any time (without any detriment to you) by contacting the Data Protection Officer (details above).

Data Retention

Your personal data will only be kept for as long as it is necessary for the purpose it was collected for.

These retention periods are from the point that your employment ends due to retirement, redundancy or leaving. Whilst you are employed, your personal data will be kept for the duration of your employment.

Category of data	How long we retain your data
Retirement Benefits Schemes	6 years after employment has ended.
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	6 years after employment has ended.
Statutory Sick Pay records, calculations, certificates, self-certificates	6 years after employment has ended.
Wage/salary records (also overtime, bonuses, expenses)	6 years after employment has ended.
National minimum wage records	6 years after employment has ended.
Records relating to working time	6 years after employment has ended.
Application forms and interview notes	6 years after employment has ended.
Disciplinary & Grievance Records	6 years after employment has ended.
Parental leave	6 years after employment has ended.
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy.
Personnel files and training records (including working time records)	6 years after employment has ended.
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after employment has ended.
Senior executives' records (that is, those on a senior management team or their equivalents or where there is a statement of responsibility)	6 years after employment has ended.
Electronic records of building access	6 years after employment has ended.
Photographs of corporate and social events	Permanently for historical purposes. We will enhance your right to erasure or to restrict processing of photographs if you request.
Equal opportunity or treatment monitoring	Subject to annual review and 1 year after employment has ended
Gender, race, ethnicity, religion, belief, disability and health information.	6 years after employment has ended.

Transfer of Data

We will not transfer your personal data to any countries that do not provide an adequate level of data protection.

However, your personal data may be disclosed to companies within our Group even if they are located outside the UK or EEA and potentially to Service Providers outside the UK or EEA. In all these cases, we ensure that there is a full adequate level of data protection in place and adhered to by these parties.

You can find out the details about any other companies we have shared your personal data with by contacting the Data Protection Officer at the address provided at the top of this privacy notice.

Changes to this Munich Re Specialty Group UK Services Limited – Employee Privacy Notice

If we make changes to this privacy notice, the revised notice will be published on our intranet site.