



Balcia
insurance

BALCIA INSURANCE SE

PRIVACY
POLICY
FOR JOB
APPLICANTS

WHO IS YOUR PERSONAL DATA CONTROLLER?

Your personal data controller is Balcia Insurance SE (we, Balcia, insurer), registered in Latvia with the registration number 40003159840, legal address Krišjāņa Valdemāra iela 63, Riga, LV-1010, Latvia.
Phone: +37167030500
E-mail: balcia@balcia.com

HOW TO CONTACT OUR DATA PROTECTION OFFICER?

If you have any questions related with personal data processing done by Balcia, you can contact our data protection officer by sending an e-mail to dpo.contact@balcia.com or by calling +37167030500.

WHY DO WE PROCESS YOUR PERSONAL DATA?

We process your personal data when it is necessary for:

- Your identification;
- taking steps prior to entering into an employment contract;
- compliance with a legal obligation to which Balcia is subject, e.g. compliance with the requirements of supervisory authority, law enforcement institutions, tax authorities etc.;
- the purposes of the legitimate interests of Balcia, e.g. recruiting employees etc.;
- specific purposes you have given your consent to, e.g., to keep your CV to contact you for future vacancies etc.

WHAT PERSONAL DATA DO WE PROCESS?

By personal data we understand any information that allows us to directly or indirectly identify you (the data subject), for example, name, identification number, location data, online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity.

We might process the following categories of personal data (the list is not exhaustive):

- information which identifies you as an applicant for our vacancy (name, surname, address, email, phone number);
- data from your CV (education, job experience, skills etc.);
- data about and from your job interview.

HOW DO WE COLLECT YOUR PERSONAL DATA?

Usually we receive personal data directly from you (our job applicant) when you submit your application for our vacancy, if you have given your consent it is possible that we might receive some personal data (i.e. references) from your previous employer.

WHY DO YOU HAVE TO PROVIDE YOUR PERSONAL DATA TO US?

For Balcia to evaluate your compliance with the requirements of the particular job, you have to submit your personal data, such as educations, work experience etc. that is related with the particular job.

If you do not provide the information requested by Balcia that is relevant for the particular job, Balcia is not able to evaluate whether you are fit for the particular job, as a result you cannot be hired.

WITH WHOM DO WE SHARE YOUR PERSONAL DATA?

- In cases and to the extent specified by law we might transfer your personal to persons or institutions duly authorized by law, for example, supervisory authority, law enforcement institutions etc.
- We might use authorised processors for processing of your personal data related to our everyday operation, for example, postal, archiving services, translators, legal consultants etc. In such cases, we ensure that such processors provide sufficient guarantees to implement appropriate technical and organisational measures in such a manner that processing meets the requirements of the applicable law, including General Data Protection Regulation, and ensure the protection of the rights of the data subjects.

FOR HOW LONG WILL WE PROCESS YOUR PERSONAL DATA?

Your personal data will be processed no longer than necessary. The data storing period may depend on the concluded contract, the consent you have provided, the legitimate interest of Balcia or the applicable law (for example, labour law, civil law, bookkeeping regulatory enactments etc.).

In cases when you withdraw your consent where you have provided it, in cases where it is necessary for our legitimate interests, we will still be processing your personal data we have collected during the period when your consent was valid until the data storage period expires.

HOW DO WE ENSURE SECURITY OF YOUR PERSONAL DATA?

For processing of your personal data, we have implemented appropriate organizational and technical security measures to guarantee personal data security, including protection against unauthorized or unlawful personal data processing, accidental loss or destruction of personal data.

WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

In accordance with the General Data Protection Regulation, as a data subject you have the right to:

- **request from Balcia access to personal data.** This means that you can request for us to inform you whether we process your personal data, provide you with a copy of your personal data we process, provide information about your personal data processed by us (for example, what data about you and for what purposes we collect, to whom we disclose your personal data, whether we transfer this data outside the European Union and other information);
- **request from Balcia rectification of personal data.** This means that if you see that personal data we collect about you is incorrect or inaccurate, you can request us to rectify or supplement such data;
- **request from Balcia erasure of personal data.** This means that you can request from us to delete your personal data in cases when this data is no longer necessary for the purposes it was collected for, when you have withdrawn your consent, when you object to processing of your personal data by us, when you believe we process your personal data unlawfully, and other cases. In some cases, we will not be obliged to delete your personal data, for example, when such processing is required by the applicable regulatory enactments or for the purposes for defending legal claims.
- **request from Balcia restriction of processing concerning your personal data.** This means that you can request us to restrict the processing of your personal data, except for storage, in cases you contest the accuracy of your personal data, you believe your personal data is being processed unlawfully, your personal data is no longer necessary for the purposes it was collected for, you object to processing of your personal data until it is checked, whether our legitimate reasons override your reasons. During the period of the restriction of processing of your personal data, we might not be able to provide you our services;

- **object to processing of your personal data.** This means that you can object on grounds relating to your particular situation, at any time to the processing of your personal data which is based on your consent or our legitimate interests. In such cases, we might not be able to provide you our services;
- **data portability.** This means that you can request us to provide personal data related to you which you have provided to us in a systematized, normally used and machine readable format, you can also request us to transfer your personal data to another data controller where it is technically feasible if the processing has been based on your consent or the contract and processing is carried out by automated means.

You can exercise your rights as a data subject by contacting us in writing using contact information mentioned above.

HOW TO SUBMIT A COMPLAINT TO SUPERVISORY AUTHORITY?

You have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement if you consider that the processing of personal data relating to you infringes requirements of General Data Protection Regulation. You can find the relevant data protection authority on the [website](#) of the European Data Protection Board.

Data protection authority in Latvia is Data State Inspectorate, address: Elijas Street 17, Riga, LV-1050, tel. +37167223131, e-mail: info@dvi.gov.lv, website: www.dvi.gov.lv.

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Yes, we use cookies on our website. You can find more information in our Cookie policy.