

Allstate Northern Ireland Limited Data Privacy Notice

Policy Scope

This policy describes why and how Allstate Northern Ireland Limited ('ANI', 'we', 'us', 'our') process personal data and provides information about individuals' rights. It applies to personal data gathered by us from your use of the recruitment pages of our website, and any personal data collected and processed during the recruitment process only. It does not apply to any third-party websites linked to our website.

ANI is the data controller of personal data collected from your use of the recruitment pages of our website, and any personal data collected and processed during the recruitment process.

Personal Data We Collect and Use, and Why

We collect personal data for use in our recruitment activities as described below. Most of the personal data we collect as part of our recruitment process is provided by you, including:

- Name
- Contact details (address, email address, telephone number)
- Username and password
- Employment history
- Education history, and academic and professional qualifications
- Professional memberships
- Information provided in assessments and interviews
- Pre-employment screening information if your application is successful
- Skills information

We may also collect the following special category data:

- Diversity and equality monitoring data
- Health data

We create personal data in connection with our recruitment activities such as:

- Interview and assessment results and feedback; and
- Offer details.

We obtain personal data from third-party sources such as:

- References from your named referees
- Information from your referrer (where applicable)
- Results of screening checks, including criminal records checks, drug and alcohol checks (this will depend on the role applied for and are not retained by us);

- Verification of information provided during the recruitment process by contacting relevant third parties (for example, previous employers)
- Information from social media sites that is publicly viewable (for example, LinkedIn).

Legal Basis for Use of your information

It is in our legitimate interests to collect and use personal data during our recruitment process. We process personal data to:

- Identify and source talent via our talent pool and publicly available sources (such as professional networking and job websites of which you are a member);
- Manage applications for roles at ANI, evaluate you for open positions that match your interests and experience, manage your candidate profile, send you email notifications and other announcements, request additional information or otherwise contact you about your application;
- Screen and select talent by evaluating your suitability for employment with ANI, including through interviews and assessments;
- Hire and onboard talent by making an offer to successful applicants and carrying out pre-employment screening checks;
- Establish whether an applicant has committed an unlawful act or been involved in dishonesty, malpractice or other improper conduct;
- Conduct statistical analyses and create reports on, for example, the use of our recruitment websites, demographic analysis of candidates, reports on ANI recruitment activities, and analysis of candidate sourcing channels;
- Administer and manage our careers websites and communicate with you about careers at ANI; and
- Any other purposes stated when you provide personal data to ANI.

Where we are required to do so by law, we:

- Carry out eligibility checks, using third-party vendors, to ensure an individual has the right to work in the UK;
- Collect and use information about gender and religious and philosophical beliefs for equality monitoring; and
- Collect health related data for health and social care purposes, including to comply with our legal obligation to make reasonable adjustments.

Automated Decision-making

Certain stages of our recruitment process include algorithms that have been designed to automate some recruitment assessment decisions. This includes automation to assist with the shortlisting process for job applicants.

You can ask for us to review the outcome of any automated decisions by submitting a request to ANIPrivacyQueries@allstate.com

How long do we keep your information?

We will retain records during and after the end of the application process, for the purposes set out above. For unsuccessful applicants, our retention period is four years. For successful applicants, your details are transferred across into personnel files and retained for the purposes of managing the employment relationship (in accordance with our employee data privacy notice). This applies to all recruitment data, except for any personal data relating to criminal offences, which we will delete after a decision has been made about your recruitment, and in any case, no later than 30 days.

Data Security

We take measures to help ensure that your personal data is secure, accurate, up to date and kept only for so long as is necessary for the purposes for which it is collected.

We use security software to encrypt personal data before and during its transmission through the internet. We only allow data to be submitted for transmission if your browser is compatible with our security software. If your browser is not compatible, you will receive a message indicating your transaction can be completed but at a lower level of security.

Data Sharing

We may share your personal data with other members of the Allstate group, including Allstate Insurance Company (AIC) in the USA and Allstate India Private Limited (AIPL), in India, to support the recruitment process, to manage our IT systems, in compliance with legal or regulatory requirements and for other activities relating to management of the Allstate group.

We have entered into a data transfer agreement with AIC and AIPL in relation to these activities.

We (and our group entities) may disclose your personal data to other third parties, as follows:

- In support of the ANI network where services are required to run and manage our IT systems. This may include storage of data on cloud-based systems. We will take steps to ensure that any such service providers are required to keep it confidential and secure;
- We may use the products and services of third-party organisations as part of the recruitment processes. The products and services we use differ depending on the role you apply for;
- As required by law, such as to comply with a legal process or regulatory obligation;
- In connection with the sale or proposed sale of our company or our business or assets. If ANI, or its parent company, or substantially all its assets are acquired by a third party, your personal data will be one of the transferred assets; and
- For any other purposes permitted by applicable data protection law.

Third-party providers may use their own third-party subcontractors that have access to personal data. It is our policy to use only third-party providers that are bound to maintain appropriate levels of security and confidentiality and to process personal information only as permitted by ANI.

Transfer of information outside the UK

Certain data may be transferred to, and stored at, a destination outside the UK. Whenever we transfer information to countries outside of the UK, we will take steps which seek to ensure that your personal data is stored securely and in accordance with this notice. We have entered into a data-sharing agreement with AIC and AIPL to provide safeguards relating to the transfer of your personal data outside the UK.

Your rights and updating your details

You have certain rights in relation to your personal data, including the right to:

- access a copy of the personal data which we hold about you, together with other information about how we process it;
- request correction of inaccurate personal data and, in some circumstances, to request us to erase or restrict our use of your data, or otherwise to object to our use of your data for reasons relating to your situation;
- not to be subject to a decision based solely on automated processing, which significantly affects you;
- receive a copy (in a machine-readable format) of personal data which you have provided to us, where we process it electronically based on your consent or based on the performance of a contract (see section 6 above);
- make a complaint about how we handle your data to the UK Information Commissioner's Office. Please visit www.ico.org.uk for more information about how to do this; and
- withdraw any consent which you have given relating to use of your data, at any time.

Note that there are certain limitations and exemptions to these rights which we may apply depending on the circumstances.

Please contact ANIPrivacyQueries@allstate.com to send us requests to exercise these rights (specifying what you are requesting), or for more information about them. Please also contact us if anything changes in your personal details so we can ensure we have up to date records.

Contact information

You can contact us directly with any queries relating to the processing of your data by us, to update your details, and to exercise your rights as described above.

Contact details are as follows.

Data Protection Compliance Officer

Allstate Northern Ireland Limited

10 Mays Meadow

Belfast

BT1 3PH

ANIPrivacyQueries@allstate.com

The notice was last updated in June 2024.