

Privacy Notice

Applicants for jobs at Allstate Northern Ireland, UK Please click on the hyperlink to the right which will guide you to the Data Privacy Notice for jobs at Allstate Northern Ireland, based in the UK.	UK Data Privacy Notice
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Allstate Northern Ireland Limited Data Privacy Notice

1. Introduction

Allstate Northern Ireland Limited (also referred to in this notice as "**ANI**" or "**we/us**") provides this data privacy notice to tell you how we use your personal data that we gather from your use of the recruitment pages of our website, and during the course of the recruitment process.

ANI is a controller in relation to use of this information, meaning that it determines the way in which your data is used.

We have a Data Protection Compliance Officer, who is responsible for overseeing use of personal data by ANI. You may contact our Data Protection Compliance Officer with any queries about our use of your data. Contact details are provided at the end of this notice.

2. Sites covered by this notice

This notice applies to the recruitment pages at <https://www.allstate.com/northern-ireland>. If you are visiting other sections of our website, please refer to: <https://www.allstate.com/northern-ireland/privacy-statement.aspx>

This notice does not apply to any third party websites which are linked to from our website as we have no control over those third party websites or how they may collect or use your personal data. You should contact such third parties for information about this.

In relation to our use of cookies, please see information about cookies in our general website [Privacy Notice](#).

3. What information we collect and how we use it

- **Application forms.** You may apply for one of our employment opportunities using the online application form, in which case we may collect the following personal data about you. This is used to process your application, and assess your suitability for the role, and to keep you updated about the recruitment, selection and interview process.
 - Name
 - Address

- Email address
 - Telephone number
 - Photographs. These are only collected when required for large-scale recruitment and selection processes such as graduate recruitment, specifically as part of assessment centres. Photographic ID may also be required for applicants who need to provide evidence of the right to work in the UK
 - Qualifications and education
 - Occupation, and current and previous employment and work experience
 - Other information you provide to us within the application form
- **Other queries or requests:** You may contact us separately to our application form with queries or requests for information about employment opportunities and/or your application.
We will record any other personal data you provide to us online, by email, post or over the phone relating to your application or query. This information will be used to respond to your query or information request.
 - **Recruitment process.** We will also collect or create additional information about you during the course of the recruitment process, as relevant to your application or query. For example, we will create records during the interview and assessment processes in order to assist with our recruitment decisions, and we will record the outcome of your application. We will also retain records of any additional communications with you.
We may also use information we already know about you (for example from previous applications) during the course of the application process.
 - **References.** If references or details of referees are included in your application or provided by you during the recruitment process, it is your responsibility to obtain such third party's consent prior to sharing their personal data with us. We will use personal data about you within any references for the purpose of assessing your suitability for the role.
 - **Background checks.** All successful applicants will be asked to complete Access NI (criminal records check) prior to taking up their role. Certain job roles will require additional background checks including drug testing and credit checks and applicants will be asked for consent if these are to be carried out.
 - **Equal opportunities monitoring and equality reporting.** We collect information about gender and religion for the purposes of equal opportunities monitoring and equality reporting to The Equality Commission of Northern Ireland. Where possible we seek to anonymise the data before it is assessed or disclosed for this purpose.
 - **Your IP address.** This is automatically collected by our web server. An IP address is a number automatically assigned to your computer whenever you are on the internet. We use it to monitor the number of pages accessed on our website, to help diagnose problems with our server, and to administer our website. We do not intentionally seek to combine your IP address with other information relating to you.

- **Other use of your information**

We may also use your information as follows. :

- To contact you in the future about other potential job opportunities or recruitment-related activities, if you tell us you would like us to do so.
- To maintain records of our recruitment and decision-making processes.
- If your application is successful, your application details will be transferred over to your employment records (and we will provide you with further information about how we will use your data going forward).
- To comply with our legal obligations, and to protect and enforce our legal rights and those of other individuals.

4. Security of your information

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 (see also section 8 below).

To help ensure the security of your personal data that you submit to our website (other than via an email message), we use security software to encrypt the information before and during its transmission through the Internet. We only allow information 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.

No method of transmission over the Internet or email, or method of electronic storage, is 100% secure. Therefore, we cannot guarantee absolute security. Please contact us using the details at section 11 below if you would like to discuss alternative communication methods.

5. Disclosure of your information

- We may share your personal data with other members of the Allstate group (including Allstate Insurance Company in the US and Allstate Solutions Private Limited ("**ASPL**") in India) to support the recruitment process, and in relation to other activities relating to management of the Allstate group and compliance with legal or regulatory requirements.

We have entered into a data transfer agreement with Allstate Insurance Company and ASPL in relation to these activities – see section 7 below.

- We (and our group entities) may disclose your personal data to other third parties, as follows.
 - As required by law, such as to comply with a legal process or regulatory obligation.
 - When we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, respond to a government request or for other legitimate business reasons.

- Where we have your prior consent to do so.
 - 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 of its assets are acquired by a third party, your personal data will be one of the transferred assets.
 - For any other purposes permitted by applicable data protection law.
- We (and our group entities) may share personal data with our service providers. 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 share statistical information with The Equality Commission for Northern Ireland for the purposes of equality reporting. We seek to anonymise this data before it is shared.

6. Legal basis for use of your information

Data protection laws require us to identify the legal basis for the collection, use and disclosure of your data, as described above. The following apply to our recruitment activities:

- Collection and use of data which is necessary for our legitimate interests in relation to the recruitment process, for example, to respond to queries, assess your application, make recruitment decisions, keep you updated on your application, and maintain records of communications.
- Disclosure of data which is necessary in the legitimate interests of us or the party receiving the data, such as disclosure of data to other Allstate group entities to assist with the recruitment process and management of the Allstate group.
- Collection and use of data which is necessary to comply with a legal obligation, such as data collected for equal opportunities monitoring and equality reporting.
- Other collection, use and disclosure of information with your consent, such as if you have asked us to contact you about future employment opportunities.

7. Transfer of information outside the European Economic Area

Certain data may be transferred to, and stored at, a destination outside the European Economic Area (“**EEA**”), where the data protection laws may not provide the same level of protection as within the UK. Whenever we transfer information to countries outside of the EEA we will take steps which seek to ensure that your personal data is treated securely and in accordance with this notice. In particular:

- We have entered into an agreement with Allstate Insurance Company (in the US) and Allstate Solutions Private Limited (in India) based on terms approved by the European Union Commission, in order to provide safeguards relating to the transfer of your personal data outside the EEA.

8. 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 in section 3 above. These include, for example, to maintain records of the process,

to respond to further queries from you, to comply with equality reporting requirements and (for unsuccessful applicants) to cross-check against future applications and (if you would like us to), to contact you with further opportunities.

For unsuccessful applicants, our retention period is generally 5 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).

9. 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;
- to 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 particular situation;
- not to be subject to a decision based solely on automated processing, which significantly affects you;
- to 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 (see section 6 above);
- to 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
- to withdraw any consent which you have given relating to use of your data, at any time (see section 6 above).

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.

10. Updates to this notice

We may change this notice and will post the most up to date data privacy notice on this page. You should check our website for updates or changes to this notice. This notice was last updated in May 2018.

11. Contact information

You may contact the Data Protection Compliance Officer 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.

**The Data Protection Compliance Officer
Allstate Northern Ireland Limited**

10 Mays Meadow

Belfast

BT1 3PH

Tel: +44 28 90 678000

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Registered in Northern Ireland NI034636