

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.allstateni.com>. If you are visiting other sections of our website, please refer to: <https://www.allstateni.com/privacy-and-security.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.

We collect personal data in connection with our recruitment activities as described below.

Most of the personal data we collect as part of our recruitment process is provided by you:

- Contact details (name, email, telephone number);
- Areas of interest;
- Username and password to apply for a role;
- CV, experience, education, academic and professional qualifications;
- Information provided as part of interviews and assessments;
- Diversity and equal opportunities data;

- Pre-employment screening information if your application is successful.

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);
- Verification of information provided during the recruitment process by contacting relevant third parties (for example, previous employers); and
- Information from professional social media sites that you are a member of (for example, LinkedIn).

4. Legal basis for use of your information

We process personal data for our legitimate interests to attract and secure the best talent to work with us as follows:

- To identify and source talent including by searching our talent pool and publicly available sources (such as professional networking and job websites of which you are a member);
- To process and 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 candidacy;
- To screen and select talent by evaluating your suitability for employment with ANI, including through interviews and assessments;
- To hire and onboard talent by making an offer to successful applicants and carrying out pre-employment screening checks;
- To establish whether an applicant has committed an unlawful act or been involved in dishonesty, malpractice or other improper conduct;
- To conduct statistical analyses and create reports including for example regarding use of our career's websites, demographic analysis of candidates, reports on ANI recruitment activities, and analysis of candidate sourcing channels;
- To administer and manage our careers websites and communicate with you about careers at ANI; and
- Any other purposes stated when you provide the information to ANI.

Where we are required to do so by law:

- We carry out eligibility checks to ensure an individual has the right to work in the UK;
- We collect and use information about gender and religious and philosophical beliefs for equality monitoring; and

- We collect health related data for health and social care purposes, including to comply with our legal obligation to make reasonable adjustments.

5. Automated decision making

Certain stages of our recruitment process include algorithms that have been designed to automate some recruitment assessment decisions.

For certain roles you may be required to complete a series of online assessments which involve solely automated decision-making. The online assessments you are asked to complete have pre-defined responses which relate to requirements needed for the role. The predefined responses are based on data that indicates what good job performance at ANI looks like (informed by job analysis conducted with ANI and our partners) in relation to these assessments. Your responses to the online assessment questions and overall assessment score will be compared to the predefined responses and scores set for the relevant roles. Applicants with an overall assessment score that exceeds that required for the relevant role will progress automatically to the next stage of the recruitment process.

ANI carry out the automated decision-making as it is necessary for entering into a contract (i.e. the potential contractual relationship between ANI and you as employer and employee). Using automated decision-making supports ANI to maintain a fair and objective selection process, while managing the significant volume of applications received for specific roles.

You can ask for us to review the outcome of any automated decisions by emailing [ANIPrivacy](#).

6. 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 4 above. For unsuccessful applicants, our retention period is 4 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, with the exception of 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.

7. 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 3 above).

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 12 below if you would like to discuss alternative communication methods.

8. 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, 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 Allstate Insurance Company and ASPL in relation to these activities – see section 9 below.

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 of 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.

9. Transfer of information outside the UK

Certain data may be transferred to, and stored at, a destination outside the UK, 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 UK 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) in order to provide safeguards relating to the transfer of your personal data outside the UK.

10. 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 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. We do not generally process personal data based on consent (as we can usually rely on another legal basis).

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.

11. 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 November 2020.

12. 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

ANIPrivacyQueries@allstate.com

Registered in Northern Ireland NI034636