



Applicant Data Protection Notice

November 2020

This Applicant Data Protection Notice aims to give job applicants of any Arch Company¹ (“**Applicants**”) information on how their personal data (i.e., information which directly or indirectly identifies an Applicant) are processed by Arch Company when they apply for a role or vacancy with Arch Company. For the purposes of European data protection laws, Arch Company is the data controller of Applicants’ personal data.

Data That May Be Collected. Arch Company may collect certain personal data with respect to Applicants including, without limitation: (i) contact information (e.g., name, home and business address, phone numbers, email addresses, emergency contact information); (ii) personal information (e.g., date of birth, nationality); (iii) employment and education history (including internal and external employment history, references and organizational data such as department, work location, job title and seniority); and (iv) any other information which may be voluntarily disclosed by the Applicant in the course of the application process. Sensitive personal data (i.e., personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, genetic data, biometric data, data concerning health or data concerning a person's sex life or sexual orientation) are processed solely in accordance with applicable data protection laws and with the explicit consent of the Applicant or where such processing is specifically authorized or required by law. Where Arch Company carries out background checks on Applicants this may involve the processing of criminal record data and this will only be processed where such processing is specifically authorized or required by law.

Use of Applicant Personal Data. The provision of personal data by an Applicant may be necessary in order for Arch Company to fulfil its legal obligations and where in the legitimate interests of Arch Company to consider an Applicant for a role or vacancy in accordance with Arch Company’s recruitment process. In the event Arch Company makes an offer of employment and the Applicant accepts, the Applicant’s personal data will be held and processed by Arch Company to the extent necessary for Arch Company to fulfil its legal and contractual obligations and where in the legitimate interests of Arch Company for the performance of the employment relationship. Where Arch Company requires Applicant personal data to comply with its legal requirements,

¹ **Arch Company** refers to any one of the following companies, as appropriate: a subsidiary of Arch Capital Group Ltd. located in the, UK, Switzerland or EEA. For California residents applying for a position at an Arch Company or at Arch Capital Group Ltd. or its subsidiaries wherever located, please review the information in this Applicant Data Protection Notice for California Residents.

failure to provide this personal data means Arch Company may not be able to consider the job application.

Disclosure to Certain Third Parties. Arch Company may disclose certain personal data for the above purposes to the following recipients: (i) to its affiliates, service providers (e.g., IT service providers, payroll providers) and advisors; (ii) to fraud prevention agencies and law enforcement agencies; (iii) to courts, governmental and non-governmental regulators and ombudsmen; or (iv) as required or permitted by law, including to comply with a subpoena or similar legal process or government request, or when Arch Company believes in good faith that disclosure is legally required or Arch Company has a legitimate interest in making a disclosure, such as where necessary to protect Arch Company’s rights and property.

Transfer of Personal Data Outside the EEA, the UK and Switzerland. Arch Company may disclose Applicants’ personal data for the above listed purposes to recipients (including affiliates of the Arch Company) located in countries outside of the European Economic Area (“**EEA**”), the UK and Switzerland, including in the U.S. and Bermuda, which may not have data protection laws equivalent to those in the EEA, the UK and Switzerland. In such a case, Arch Company will take all necessary steps to ensure the safety of Applicants’ personal data in accordance with applicable data protection laws. By accessing the [Careers](#) section of our website, Applicants hereby expressly consent to the transfer of their personal data to Arch Company’s affiliates outside of the EEA, the UK and Switzerland. Applicants can withdraw their consent at any time using the contact details set out below. Where transfers are made intra-group these will be covered by data transfer agreements (“**Model Contracts**”) designed to ensure the protection of your personal data when it is transferred outside of the EEA, the UK and Switzerland.

For California Residents. Applicant personal data that we collect includes information within the below categories of data. These categories also represent the categories of personal information that we have collected over the past 12 months. Note that the categories listed below are defined by California state law. Inclusion of a category in the list below indicates only that we may collect some information within that category. It does not necessarily mean that we collect all information listed in a particular category for all of our customers.

We do not and will not sell personal information about you, as a sale is defined under California state law. We also have not done so for the last 12 months. We do not share the personal information to third parties for their direct marketing purposes.

Category	Source	Purpose of Collecting Information	Disclosed for a business purpose in last 12 months?	Types of Third Parties Shared With
Identifiers such as a real name, alias, postal address, unique personal identifier, online identifier Internet Protocol address, email address, account name, social	A subset of this information is collected directly from you or from our service providers.	A subset of this data is collected to help determine whether to extend an offer of employment (including verifying your right to work). This data may also be	Yes	Service providers

security number, driver's license number, passport number, or other similar identifiers.	We may also collect it from publicly available job or professional networking sites on which you post this information.	necessary to comply with our legal obligations. If you are required to travel to us to interview, we may use a subset of this information to arrange your travel.		
Information that identifies, relates to, describes, or is capable of being associated with, a particular individual, including, but not limited to, your name, signature, social security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.	A subset of this information is collected directly from you or from our service providers. We may also collect it from publicly available job or professional networking sites on which you post this information.	A subset of this data is collected to help determine whether to extend an offer of employment (including verifying your right to work). This data may also be necessary to comply with our legal obligations. If you are required to travel to us to interview, we may use a subset of this information to arrange your travel.	Yes	Service Providers
Characteristics of classes protected under federal or California law, including: familial status, disability, sex, national origin, religion, color, race, sexual orientation, gender identity and gender expression, marital status, veteran status, medical condition, ancestry, source of income, age, or genetic information.	A subset of this information is collected directly from you or from our service providers. We may also collect it from publicly available job or professional networking sites on which you post this information.	A subset of this data is collected to comply with our legal obligations. We may also collect information necessary to organize an interview, and to make you aware of employee benefits you may elect to receive or to determine any accommodations you may require.	Yes	Service providers
Professional or employment-related information.	This information is collected directly from you or through our service providers. We may also collect it from publicly available	This data is collected to help determine whether to extend an offer of employment.	Yes	Service providers

	job or professional networking sites on which you post this information.			
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Rights of Applicants under European Data Protection Laws. Under applicable European data protection laws, Applicants have a right to (subject to a limited number of exceptions): (i) request access to and rectification or erasure of their personal data; (ii) obtain restriction of processing of their personal data; and (iii) ask for a copy of their personal data to be provided to them, or a third party, in a digital format. Applicants also have a right to object to the processing of their personal data where the processing is carried out in Arch Company’s legitimate interests. Applicants also have the right to lodge a complaint about the processing of their personal data with their local data protection authority.

Rights of Applicants under California Law. Under applicable California data protection law, California residents have a right (subject to a limited number of exceptions) to: (i) request that we disclose personal information we have collected, the categories of sources from which we collected the information, the purposes of collecting the information, the categories of third parties with whom we have shared the information, and the categories of personal information that we have shared with third parties for a business purpose (in some instances, Applicants have the right to receive this information in a portable and readily usable format); and (ii) to request that we delete personal information. Before exercising these rights, we must be able to verify your identity, which we will do by asking you to submit personal information to confirm it matches what we already have on file. If you would like to appoint an authorized agent to make an request on your behalf, we require the agent to submit the request accompanied by a letter from your attorney, or a notarized power of attorney. The agent or attorney must provide this authorization at the time of request. Note that we may require you to verify your identity with us directly before we provide any requested information to the approved agent. Please also note that we will not delete personal information when the information is required to fulfill a legal obligation, is necessary to exercise or defend legal claims, or where we are required or permitted to retain the information by law. If you chose to exercise any of these rights, to the extent that they apply, state law prohibits us from discriminating against you on the basis of choosing to exercise your privacy rights.

Security and Retention. Arch Company will take steps to protect Applicants’ personal data against loss or theft, as well as from unauthorized access, disclosure, copying, use or modification, regardless of the format in which it is held. An Applicant’s personal data are retained for (i) twelve (12) months after an Applicant’s personal data is received by Arch Company (for Applicants in the UK), (ii) eighteen (18) months after an Applicant’s personal data is received by Arch Company (for Applicants in Ireland), (iii) up to two (2) years after an Applicant’s personal data is received by Arch Company (for application in Denmark) and (iv) three

(3) years after an Applicant's personal data is received by Arch Company (for Applicants in Cyprus).

Enquiries, Requests or Concerns. All enquiries, requests or concerns regarding this Notice or relating to the processing of Applicant personal data including all requests as detailed in the Rights of Applicants' Section above, as well as copies of the Model Contracts, should be sent to ArchDPO@archcapservices.com. For California residents, to request that we access or delete personal information, please contact us, or submit an online request by clicking [HERE](#) or call us at: 877-800-6249 (toll free in the U.S.).