

# Skuld HR Privacy Notice

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## **1. Processing HR data in Skuld**

Skuld takes personal data protection seriously and want to ensure applicants, employees, members of Skuld governing bodies and consultants that their personal data is safe in Skuld. In this privacy notice we will inform about what Skuld does to protect your personal data and comply with the European “*General Data Protection Regulation*” (GDPR). Skuld have established a separate privacy notice which describe how we protect data when processing personal data about external contacts and claimants.

Personal data is information relating to an identifiable natural person (the data subject), who can be identified directly or indirectly.

Skuld need to process personal data about employees, consultants and members in governing bodies to carry out the obligations and exercising rights as an employer and/or employee.

## **2. Contact details**

“Skuld” means Assuranceforeningen Skuld (Gjensidig). The head office is in, Norway, and contact details for all Skuld offices are available on

<https://www.skuld.com/contacts/>

## **3. Skuld is data controller (“Controller”)**

Skuld is a mutual marine insurance company. Membership in Skuld is open to shipowners, operators, managing owners, insurers and charterers of ships (members/customers).

As a controller Skuld determines the purposes and means of processing personal data in Skuld. The President & CEO is the ultimate responsible and the Heads of respective Business Units (BU), departments and SMA have the daily responsibility. Skuld’s HR department in Oslo is responsible for the overall administration, approval of new employees and governance of HR data. The

different BU`s in other jurisdictions are also controllers with independent responsibility to recruit and manage staff in Skuld offices abroad.

#### **4. Data Protection Officer (DPO)**

Skuld has appointed a DPO for the Skuld Group, to advise and assist staff, monitor compliance with GDPR and be the first point of contact to relevant supervisory authorities and for individuals whose data is processed.

The DPO in Skuld is:

Name: Mette Knutsen  
Phone: +47 95171911  
Email: Compliance@Skuld.com

#### **5. Why we process HR data**

Employment of staff is necessary for the management and administration of insurance agreements, and as described below:

##### **5.1 Recruitment data**

Processing recruitment data is necessary to ensure that Skuld recruits qualified staff and prepare a contract of employment.

##### *Lawfulness of the processing*

The processing is necessary for the performance of the employee contract, (GDPR Art. 6,1 (b)).

##### **5.2 Employee Data**

Processing employee data is necessary for the performance of the employee contract and to be able to manage the employer obligations.

Skuld provide pictures of employees on the web site as a service to members and other external contacts.

##### *Lawfulness of the processing*

-The processing of employee data is necessary for the performance of the employee contract, (GDPR Art. 6,1 (b)).

-Skuld collect consent from employee`s to be able to publish pictures on the web site, (GDPR Art. 6,1 (a)).

### **5.3 Members of Skuld Governing Bodies**

Skuld process personal data concerning representatives who serve in Skuld Governing bodies as e.g. Board of Directors and Members Committee.

The processing is necessary to ensure adequate corporate governance, to fulfil legal requirements and to provide agreed remuneration. Personal data is also processed as part of the "Fit and Proper Assessment" which is a regulatory requirement.

#### *Lawfulness of the processing*

The processing is necessary for compliance with a legal obligation, (GDPR Art. 6,1 (c)).

### **5.4 Consultants**

Processing contact data concerning consultants is necessary to manage external service providers and their work in Skuld.

#### *Lawfulness of the processing*

The processing is necessary for the performance of service contract, (GDPR Art. 6,1 (b)).

## **6. What kind of personal data is processed?**

The following contact data concerning employees and members of Governing Bodies is processed;

*"Name, address, telephone, e-mail, workplace, position, nationality, domicile, salary, remuneration, other benefits and next of kin (employees)"*

*Other personal data is processed on specific areas as described below."*

### **6.1 Members of Governing Bodies and Executive Management**

Personal data is collected as part of the fit and proper assessment and following information is collected in addition to data mentioned above:

*"-Relevant education, degrees*

- Relevant work experience, name of previous employer, country, position, period
- Relevant ownership in other entities
- Interests or employment in other entities
- Office or position in companies with business relations with Skuld
- Information about conduct as bankruptcy last 10 years, possible fine for violations of financial regulation as e.g., fiscal laws
- Charges with or accused of a criminal offence
- Police certificate”

## **6.2 Recruitment data**

The extent of personal data which is received and processed during the recruitment process may vary depending on what kind of position and if it is a vacant position or an open application.

Normally Skuld processes following information in addition to contact data at this stage:

*“CV, application, reference letters, statements from references, diplomas and personality tests and aptitude tests.”*

## **6.3 Employees**

In addition to the recruitment information Skuld processes additional information during the employment as:

*“Employment contract, job description, adjustment agreements, leave of absence, wage history, remunerations, wage slips, travel invoices, sick leave periods, disciplinary decisions, warnings, photos, general correspondence.”*

## **6.4 Consultants**

Skuld processes contact data as;

*“Name, gender, telephone, email and employer.”*

## **6.5 Special categories of personal data**

### *6.5.1 Personal data relating to criminal convictions and offences*

In rare occasions Skuld might receive this kind of information as part of the “Fit and Proper” process, but also as part of an ongoing personnel case.

*Lawfulness of the processing*

Processing information about criminal conviction and offences may be necessary to comply with regulatory requirements and/or defence when involved in a criminal procedure (GDPR Art. 10, and 9 (f)).

#### *6.5.2 Information about trade-union membership*

Skuld Oslo register trade union memberships concerning employee's in Oslo to provide deduction from salary and to report to the Norwegian tax authorities as required.

#### *Lawfulness of the processing*

Processing information about trade-union membership is necessary to carry out labour law obligations, (GDPR Art. 9,2 (b)).

## **7. Where personal data is obtained from**

Personal data as HR data is mainly obtained from the data subject directly but in some occasions from recruiting agencies.

## **8. Transfer of personal data**

Personal data processed in Skuld is confidential information and shall only be available for staff who are authorised and need the information to perform their duties. However, there are several reporting obligations that require transfers to public authorities.

Employee data is transferred to public authorities to carry out regulatory requirements in labour law, tax reporting or social security laws. It is different reporting requirements in different jurisdictions Skuld operates.

### **8.1 Transfer of personal data to third countries**

Skuld is an international marine insurer with employees all over the world through a worldwide office network. However, there are no transfers of HR data about staff working in European business units to third countries. Information about staff in third countries is retained in Oslo based IT systems and the relevant office have access to their own data only.

## **9. Recipients of personal data**

HR data are only transferred to public authorities as e.g. in Norway the Norwegian Labour and Welfare Administration (NAV) and the Norwegian Tax Administration (Skatteetaten) or similar authorities in jurisdictions where Skuld operates.

### **9.1 Use of data processors**

Skuld has established data processor agreements (DPAs) with service providers which process HR data on Skuld's behalf, e.g. salary service provider. Skuld ensures that such DPAs are compliant with the GDPR requirements and provide satisfactory level of protection to the HR data.

## **10. How long will personal data be retained**

-Skuld will retain the recruitment data until one year after application. For candidates that were not employed, Skuld will delete the data after one year, unless the data subject grants explicit consent for retaining information for a longer period.

-Skuld keeps most of the employment information during the employment period.

-After employment email accounts, recruitment information (e.g. CV, application), correspondence and private file areas will be erased. Travel invoices will be kept for 5 years according to bookkeeping requirements.

Skuld will keep employment contracts, salary, information about sick-leave, written warnings and termination agreements for 5 years or longer if the employee have given a consent.

## **11. The right to withdraw consent**

In situations where Skuld requests and receives consent to perform processing, Skuld is also obliged to stop such processing, if the data subject decides to

withdraw the consent. Withdrawing consent cannot be back-dated so it has no effect on processing already performed during the period of valid consent.

## **12. Data subject's rights**

The data subject has certain rights pursuant to GDPR and Skuld has procedures in place to comply with the requirements. The request from the data subject concerning personal data can be made verbally or in writing to the DPO. The data subject should receive a response as early as possible but no later than within one month after the request is received. Please see more detailed descriptions of the rights below.

### **12.1 Access**

The data subject shall have the right to access their personal data stored in Skuld and to get a copy of the personal information.

### **12.2 Rectification**

The data subject has the right to have inaccurate data rectified or completed if it is incomplete.

### **12.3 Erasure**

The right to be forgotten is not absolute and only applies in certain circumstances:

- The personal data is no longer necessary for the purpose which it was originally collected or processed for;
- When Skuld is relying on consent as the lawful basis for holding the data, and the individual withdraws their consent; e.g. publishing photos;
- Skuld is relying on legitimate interests as the basis for processing, the individual objects to the processing of their data, and there is no overriding legitimate interest to continue this processing;
- Skuld is processing the personal data for direct marketing purposes and the individual objects to that processing;
- Skuld has processed the personal data unlawfully;

### **12.4 Data portability**

The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services.

### **12.5 Right to object**

Data subjects have the right to object to the processing of their personal data in certain circumstances, which e.g. includes an absolute right to stop their data being used for direct marketing.

### **12.6 Complaint**

If the data subject is unhappy with the way Skuld is processing the personal data, he/she may contact the DPO and/or have the right to file a complaint to the Norwegian Data Protection Authority or a relevant local supervisory authority.

## **13. Security**

Skuld is committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure Skuld has put in place appropriate physical, electronic and administrative procedures to safeguard and secure the personal and confidential information we process.

## **14. Training of staff**

We are committed to making staff aware of the requirements under relevant privacy legislation and GDPR. Our staff are aware that personal or sensitive data can only be disclosed in limited circumstances.

## **15. Compliance**

We are committed to meeting our obligations under the applicable local privacy legislation in addition to the EU regulation (2016/679) on the protection of natural persons with regard to the processing of personal data (GDPR) which also applies for EEA countries as Norway.

This Privacy Notice will be reviewed regularly, at least annually and updated in case of material changes.

