

### **Who is in charge of processing your personal data?**

The personal information and/or data you provide to us, including any health information, are entered into a file placed under the responsibility of:

- Identity: Middlesea Assist Ltd., Company Registration Number C54255
- Postal address: Development House, 4<sup>th</sup> Floor D, Triq Sant' Anna, Floriana, Malta FRN 9010
- Email: [recruitment.mt@mapfre.com](mailto:recruitment.mt@mapfre.com)
- Data Protection Officer: [dasi-mt-dpo@mapfre.com](mailto:dasi-mt-dpo@mapfre.com)

### **What is the purpose of processing your personal data?**

Middlesea Assist Ltd. will process all the personal data voluntarily provided by applicants, those collected in the tests and interviews conducted during the selection process as well as those obtained from consulting social networks (Facebook, LinkedIn, etc.), and from risk screening and intelligence systems used by the Company for the scope of due diligence, for the following purposes:

- The participation and management of present and future selection processes with the different entities of the Mapfre Group and Fundación Mapfre.

All the personal data collected, its processing and purposes indicated above, are necessary or are related to the proper maintenance, implementation and oversight of the personnel selection process.

To consider applicants in the above selection process, and based on the information provided (with the exception of data belonging to special categories), we will prepare different profiles, in accordance with the applicant's qualifications, interests and skills, and the business needs of the Mapfre Group, and, as a result, automated decisions may be taken made based on those profiles.

### **How long will we keep your personal data?**

The personal data thus provided will be held for a certain amount of time based on the following criteria: (i) request for deletion by the interested party in the appropriate cases; (ii) absence of updates in the applicant's data; (iii) compliance with the responsibilities that may arise from the processing of the data; (iv) legal obligation for conservation.

Under what authority is your personal data processed?

The legal basis for processing your data under the purposes included in the section entitled; "What is the purpose of processing your personal data?" is the consent of the interested party.

You are required to provide us your personal data for carrying out the selection process. If you fail to do so, Middlesea Assist Ltd. reserves the right not to continue with the selection process.

### **Who will be the recipients of your personal data?**

Middlesea Assist Ltd. may only communicate your data for the purposes specified in the section entitled "What is the purpose of processing your personal data?", to other companies in the Mapfre Group ([www.Mapfre.com](http://www.Mapfre.com)), and its subsidiaries and investees, and to the Mapfre Foundation.

Data belonging to special categories, such as health information, will only be communicated for purposes related to the selection process.

Likewise, any entity belonging to the Mapfre Group ([www.Mapfre.com](http://www.Mapfre.com)), subsidiaries and affiliates, may communicate the personal data to any of those entities with the purpose of promoting the applicant's participation in other selection processes, respecting in all cases the applicable legislation on protection of personal data and without the need for the interested parties to be notified of each first communication made.

As part of the communications indicated in the preceding paragraph, data may be transferred internationally to third-party countries or international organisations for which there may or not be a European Commission adaptation decision regarding such data. Any international transfers to countries that cannot guarantee a proper level of protection will only be made in exceptional cases where strictly necessary for the proper development of the contractual relationship.

In order to regulate International Transfers of Personal Data between Group Companies in executing its obligation, Mapfre approved a set Binding Corporate Rules (**BCRs**) as per provisions laid down in Regulation (EU) No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of Personal Data and on the free movement of such data.

In this regard, if interested parties feel that the processing and / or transfer of their personal data to countries outside the European Economic Area (EEA) was carried out by Mapfre in an illicit, inappropriate or an incompatible manner in relation to the provisions of the BCR, Data Subjects may raise a complaint by sending an email to [dpo.Mapfre-bcr@Mapfre.com](mailto:dpo.Mapfre-bcr@Mapfre.com) in accordance with complaints procedure in place as per of article 47.2 of the General Data Protection Regulations.

### **What rights do you have when providing us with your personal data?**

In line with the terms specified in the regulations in force, all persons have the right to:

- confirm whether Middlesea Assist Ltd. is processing personal data that may concern you, and to access that data and any information related to their processing;
- request the rectification of any imprecise data;
- request the deletion of data for reasons including that, the data is no longer necessary for the purposes under which they were collected. In such cases, The Company will stop processing the data, except to exercise or defend against any possible claims;
- request limits on the processing of your personal data. In such a case, the Company will only be allowed to be process your personal data with your consent, except for storing and using such data to exercise or defend against any claims, with the goal of protecting the rights of another individual or legal entity, or for reasons of a significant public interest of the European Union or that of a given member state;
- oppose having your data processed. In such case, Middlesea Assist Ltd. will stop processing your personal data, except for defence against potential claims;
- receive your personal data in an appropriate structured, commonly used and in a machine-readable format that has been provided to The Company, or to request Middlesea Assist Ltd. to transfer the data to another responsible party where technically possible;
- withdraw the consent you had provided, if applicable, for the purpose included in the section entitled "What is the purpose of processing your personal data?", without in doing so, affecting the lawfulness of the data being processed as consented before consent was withdrawn.

The Data Subjects or their legal or voluntary representatives may directly exercise the aforementioned rights of access, rectification, erasure, limitation, objection and portability by sending an email addressed to [dasi-mt-dpo@mapfre.com](mailto:dasi-mt-dpo@mapfre.com)

The Data Subjects may file a claim with the Office of the Information and Data Protection Commissioner or through <https://idpc.org.mt>, particularly if they feel that the concerns raised with the Company in the exercise of its rights, have not been successfully answered.