



PRIVACY NOTICE

Introduction

We at Continental Insurance Lanka Limited (**CILL**) care about your privacy and we respect your privacy rights.

By submitting your personal data including cover letters/emails, curriculum vitae, references, educational certificates, and details such as name, address, telephone number, email address, gender and date of birth or any other personal data relevant to the business transactions of the Customers, whether directly or through another controller or processor, you permit the collection and use of your personal information as outlined below and you signify your agreement to this Privacy Notice. If you do not agree with these terms, you should not submit your personal data to CILL.

By submitting your personal data including cover letters/emails, references, educational details such as name, address, telephone number, email address, gender and date of birth and any other relevant details which is relevant in obtaining the Insurance Service provided by CILL, (whether directly or through an Agent, Broker or any other authorized party by the CILL), and/or when providing goods or services to CILL in day to day business process, you permit the collection, use and further processing of your personal information as outlined below and you signify your agreement to this Privacy Notice. If you do not agree with these terms, you should not submit your personal data to CILL.

Your personal data

Upon receipt of the Recruitment Information, Information relates to providing Insurance Services and Information relates to providing goods or services to CILL, CILL will process the information that you submitted in accordance with CILL internal process and CILL responsibilities under the Personal Data Protection Act No. 09 of 2022 and other applicable data protection legislation. CILL will not use the data you submitted for any other purpose.

CILL may also process proof of identity that CILL request from you before CILL disclose personal information to you that CILL hold (in order to establish that CILL is disclosing the personal data to you and not to someone pretending to be you).

Purpose of and legitimate interests for processing

CILL process the information provided by you or obtained from publicly available third-party sources to evaluate your suitability for recruitment, provide Insurance services and obtain goods or services for CILL. This processing is conducted in the pursuit of CILL' s legitimate interest in the above requirements.

Disclosure of your information to other people

CILL does not disclose personal data received from above sources to any third-parties unless CILL have your express permission, or CILL believe the law permits or requires it.

Retention period

CILL shall destroy the personal data of unsuccessful recruitment, Insurance businesses and goods or service providing subject to your rights as set out below. The personal data of successful recruitment, Insurance Policies and goods or serve provides will be retained for the duration of their employment with CILL, within the term of the Contract of Insurance, within the term of the contract for providing goods or service and for a further 7 years period from end of such terms or any further time which law permit CILL to retain those data for further time.

IP Address and Cookies

When browsing CILL <https://www.cilanka.com> website or systems CILL may collect information about your computer, including (where available) your IP address, operating system, and browser type, for system administration and statistical purposes. This is statistical data about CILL users' browsing actions and patterns and does not identify any individual.

For the same reason, CILL may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. On revisiting the Website or systems CILL computer server will recognize the cookie, giving CILL information about your last visit. They help CILL to improve the Website and systems and to deliver a better and more personalized service. They enable us:

- to estimate CILL' s audience size and usage pattern.
- to store information about your preferences, and so allow CILL to customize the Website and systems according to your individual interests and make your usage of the Website and systems more enjoyable; and
- to speed up your searches.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting, you may be unable to access certain parts of the Website or system. Unless you have adjusted your browser setting so that it will refuse cookies, CILL system will issue cookies when you log on to the Website or system.

Your rights

At any time, you can make a request for access to all the personal data that CILL hold about you. CILL will provide this information to you as soon as CILL is reasonably able and may request payment of a small administrative charge as per the provisions of Data Protection Act.

You may inform CILL of any changes in your personal data and in accordance with CILL's obligations to you, CILL will update or delete your personal data accordingly. You may also object to or restrict the processing of your personal data by CILL.

The Data Protection Officer is responsible for data protection at CILL. If you wish to exercise your rights as described above, please write to: **Data Protection Officer, Continental Insurance Lanka Limited, 79, Dr. C.W.W Kannagara Mawatha, Colombo 07, Sri Lanka.;** or email: dpo.cill@cilanka.com

Complaint process

Should you be unhappy with how CILL has handled your personal data, you have the right to make a complaint to the Data Protection Authority of Sri Lanka and according to the provisions of Personal Data Protection Act No.9 of 2022.

Changes to Privacy Notice

Our Privacy Notice may change from time to time and any changes to the notice will be posted on CILL's website.