

Hong Kong Personal Data Privacy Statement

This policy sets out how Allied World Assurance Company, Ltd (Hong Kong Branch) (collectively with the other subsidiaries of Allied World Assurance Company Holdings, Ltd, “Allied World”, “we”, “us” or “our”) collects, uses, discloses or otherwise processes personal data about you so that we can provide you with and manage insurance products and services, or employment or potential employment. At Allied World, we are committed to protecting the privacy of your personal data and complying with our obligations under the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”).

This policy applies to current and past Allied World policyholders in Hong Kong or other individuals whose personal data Allied World has collected in relation to services and products offered by Allied World in Hong Kong; and all individuals whose personal data is collected by us in the course of our activities in Hong Kong, including service providers, contractors and employees.

The Kind of Personal Data We Collect

“Personal data” generally refers to data:

- relating directly or indirectly to a living individual;
- from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- in a form in which access to or processing of the data is practicable.

The types of personal data we may collect and hold includes, but is not limited to, name, date of birth, age, identification number, address, contact details, employment details and credit card details. Depending on the type of product, service or employment involved, we may also collect and hold your sensitive personal data. Sensitive personal data may include, but is not limited to, information about your health, genetics, biometrics, criminal convictions and memberships of any organisations. When our collection of your personal information is related to an employment application, in addition to the above information, we will also collect information required for recruitment processes, including information about your current and past employment, educational qualifications and names and contact information of references.

How We Collect & Hold Your Personal Data

So that we can provide you with products, services, employment or potential employment, we may need to collect your personal data from you or your agents. We may also collect it from our agents and service providers; other insurers and insurance related organisations; statutory and regulatory bodies; people who are involved in a claim or who assist us in investigating or handling claims, including third parties claiming under your policy; witnesses and health care practitioners; marketing lists and industry databases; current and former employers; and publicly available sources.

If you visit our website, we use cookies and web server logs that may track information about your visits to our website. See the privacy policy on our website for further information. Otherwise,

we will not collect any information that identifies you personally through our website unless and until you buy our products or services via our website.

Allied World is committed and takes all reasonable steps to protect your personal data. Security controls, record retention and destruction processes are in place to store your personal data securely from unauthorised access and to destroy it when we no longer need the information. Security controls include, but are not limited to, measures for encryption, access, authorisation, storage, transmission, data minimisation, data quality and data protection training.

Why We Collect Your Personal Data

We collect and otherwise process your personal data so that we can provide you with and manage insurance products and services, including to consider and process your application; to vary, cancel or renew your insurance; to deal with and/or process any claims under your policy, including settlement, and to conduct necessary investigations; to complete due diligence and background checks that are either required by law or regulation or have been put in place by Allied World; to respond to your queries and administer your policy, including correspondence with you; to investigate fraud, misconduct or any unlawful act or omission in relation to your policy; so that we can comply with legal obligations; for research and statistical purposes; for marketing (including, where permitted by law, direct marketing) of other services provided by us; and/or any purpose directly related to the above.

For people already working for us or for those who are looking to work with us, Allied World collects and otherwise processes personal data in order to pay you and provide you with other benefits, to ensure that we comply with the law, and generally to establish and manage the recruitment and employment relationship. We may also use or disclose employee information in the course of proposed business transactions involving all or any part of our business.

Who We Disclose Your Personal Data To

We may disclose your personal data to others where necessary for the purposes listed above. Parties to whom we may disclose your personal data to include other insurers; reinsurers; intermediaries; insurance associations, federations or similar organisations; related companies; our advisers, service providers and agents; external claims data collectors and verifiers; parties that have an insurance scheme in place under which you purchased your policy; parties involved in claims investigation and management; government and statutory agencies; and/or as otherwise required or allowed by law. The parties that we are disclosing your personal data to may either be located in Hong Kong or overseas, and they are subject to applicable data protection laws and relevant contractual requirements.

How Long Do We Retain Your Personal Data

We retain the personal data processed by us for as long as is necessary for the purpose for which it was collected, including as required by applicable law, regulation or contract, or for so long as there is any possibility that either you or we may wish to bring a legal claim. In the absence of legal, regulatory or contractual requirements, or a possible legal claim, our baseline retention

period for records and other documentary evidence created in the provision of services is generally, depending on the type of record, at least seven years.

Your Consent

This policy has been prepared by Allied World to explain how Allied World will collect, use, disclose or otherwise process your personal data so that we can provide you with and manage insurance services and products. Whilst we may also ask that you sign an express consent form when taking out a new policy, in the absence of any signed consent, the use or continued use by you of any of Allied World's services shall be deemed as your acceptance and agreement to the provisions of this policy. For potential employees or employees, your continued involvement in the recruitment process or employment with Allied World shall be deemed as your acceptance and agreement to the provisions of this policy.

Access to Your Personal Data and Complaints

You may ask to access the personal data we hold about you or seek correction, subject to applicable law, by contacting our Compliance Officer. Any access or correction request may be subject to certain legal exemptions and limitations and it is not always possible for Allied World to comply with the request. Any other enquiries or complaints in relation to your personal data should also be made to the Compliance Officer via the following:

Phone: (852) 2968 3000
E-mail: hkcompliance@awac.com
By post: Suite 2001, 22/F
One Island East, Taikoo Place
18 Westlands Road
Quarry Bay
Hong Kong
Attn: Compliance Officer

Changes to this Privacy Statement

Please note that we may update this policy from time to time and amend it to reflect changes in legislation or other business changes, and your continued use of our products and services or employment is deemed your consent to such changes. You can review this policy on our website at <https://alliedworldinsurance.com/hong-kong> to stay informed on how we are protecting your personal data.