

Privacy Notice

Recruitment and vacancies

Swiss Life (Singapore) Pte. Ltd.

Swiss Life (Singapore) Pte. Ltd. (Swiss Life) aims to be completely transparent with how we collect, use and disclose personal information that we gather about our customers (“Personal Data”). This privacy notice describes how and why we will collect, use and disclose your personal data during and after your relationship with us in accordance with the Personal Data Protection Act 2012 (“PDPA”), and other legal provisions applicable in this respect, if any.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information.

If You are based in the European Union, please refer to this link for your reference:
<https://www.swisslife-global.com/global-solutions/footer/privacy.html>.

Organisation (Data controller)

Swiss Life is the Organisation that is responsible for deciding how we hold and use personal information about you. If you have any questions, concerns or comments regarding our data processing practices, please contact our Data Protection Officer by email dpo.sin@swisslife.com or by post at 250 North Bridge Road, #37-04, Raffles City Tower, Singapore 179101.

Information collected

The categories of Personal Data processed by Swiss Life are the following:

- Personal identification data: (e.g. first name, last name, national registration number);
- Contact data (e.g., phone number, e-mail address, post address);
- Personal details (e.g., date of birth, nationality, civil status);
- Data regarding Academic curriculum; Certifications; Professional experience, career, and current employment;
- Cover letter and other information included in a CV such as references, publications; membership status (for example to associations, charities) and leisure activities and interests.

Special categories of data processed

Swiss Life will request extract of criminal record as part of the recruitment process and might perform background checks.

Purpose and legal basis

Swiss Life collects and processes the personal data you have provided to it (e.g., by sending an application, be it by responding to a job posting by submitting your CV, etc.) for the purpose of selecting and recruiting new collaborators.

You have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact hr@swisslife.com.

Retention period

Swiss Life does not keep your personal data longer than necessary for managing recruitments. This means that your data will be deleted six months after the candidate has not been selected.

Personal data transfers to third parties

We may provide some specific data of candidates to external companies that provide recruitment services on our behalf.

Recipients of data

Swiss Life will not transfer any data in the context of recruitment process.

Your rights

At any time, you may exercise your right to request access to or rectification of and, as the case may be, erasure of any personal data relating to you. You may also object to data processing or request a restriction of processing and benefit of a right to data portability (as the case may be), in compliance with applicable data protection law.

You may do so by sending a signed request form with a copy of your ID card or other proof of identity by email to dpo.sin@swisslife.com or by post to Swiss Life, 250 North Bridge Road, #37-04, Raffles City Tower, Singapore 179101

To exercise your right of objection or to revoke your consent to receipt of advertising please send an email to the attention of our data protection officer. In such case, please use the contact details mentioned below and mention

“direct marketing opt- out” in the subject of your email. Alternatively, you may use the opt-out procedure provided in any promotional message you receive from Us.

As a data subject, you have the right to lodge a complaint with a supervisory authority (, your place of work or the place where the violation occurred) if you consider that the processing of personal data relating to you infringes the applicable legislation relating to data protection.

Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality. Third parties will only process your personal data on our instructions and where they have agreed to treat the information confidentially and to keep it secure. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Effective date and changes

This Privacy Notice was created on and has been in effect since 1st July 2023.

We reserve the right, at our complete discretion, to change, modify, add, or remove portions of this Privacy Notice at any time. You should check back periodically at this page to read the most recent version of this Privacy Notice as your continued use of this Website following the posting of changes to these terms will mean you acknowledge these changes.