

## Pivacy Notice for Job Applicants

### Introduction:

Banque SBA Cyprus (hereinafter the «Bank») hereby wishes to inform you that, in a transparent way and in full respect to your rights and personality, collects and processes your personal data. This notice («Privacy Notice») provides an overview of how the Bank Processes your Personal Data when you apply for a job with the Bank. This Privacy notice is addressed to all individuals who are potential employees of the Bank («applicants»).

For the purposes of this Privacy Notice “Processing” refers to any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing may take place at group level as provided under the General Data Protection Regulation 2016/679 («GDPR»), where a legitimate interest is justified.

For the purposes of this Privacy Notice, «Personal data» means any information relating to an identified or identifiable natural person («data subject»); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. The Bank collects and processes your Personal Data in accordance with the applicable legal and regulatory framework, and particularly with the GDPR.

### 1. Who is Responsible to Process Your Personal Data

Your Personal Data will be held by the Bank which will be responsible for its Processing.

In all cases, the processing of your personal data by the Bank must be in compliance with the provisions of the applicable personal data protection law as amended from time to time including the GDPR. The rights provided to you by the GDPR in relation to the processing of your personal data by the Bank are described in this notice.

For the avoidance of any doubt, the data processors of your personal data is BANQUE SBA, a company incorporated under the Laws of France, acting through its duly established place of business in the Republic of Cyprus as per the provisions of Part VIII of the Companies Law CAP 113 under registration number AE 465, and located at 8C, John Kennedy Street, Iris House, Limassol, Republic of Cyprus.

### 2. What Personal Data is Processed and from which Sources

The Personal Data Processed may be any of the following types:

Data Types	Description
Identification	Personal identification details including national identification numbers, information which can directly identify you such as name, surname, date of birth, gender and identification numbers or codes given or issued by a governmental service such as ID number, Passport number
Contact/Communication	Residential address and contact details (for example, telephone, home address, current work address and email address).
Socio-Demographic	Details about your nationality, education, professional qualifications and work experience, marital status
Documentary	Details and records of your communication with the Bank, such as emails, your application and other supporting documentation including references from third parties
CCTV recordings	Recordings of the cameras used in all premises of the Bank for security reasons and in line with the regulatory framework.
Special categories of Personal Data	The law treats some types of Personal Data as special. These include data concerning data relating to criminal convictions and offences. The Bank processes Personal Data relating to clean criminal record certificate as part of the recruitment process, either based on legal obligation or for those applicants that is not required by law (Directive/Regulation) based on the legitimate interest of the Bank to safeguard its interests and the interests of its customers following the appropriate actions to verify the integrity of its prospect employees during their recruitment.

The Bank collects personal data from you through your job application and during any interviews that take place during the recruitment process. Data is also collected from the persons who provide references for you and/or from recruitment agencies with which the Bank cooperates for the provision of recruitment services.

### 3. Why we Process your Personal Data and on what Legal Basis

#### (a) Legal Basis

The law allows the Bank to use your Personal Data, including sharing Personal Data outside the Bank, only if the Bank has a proper and legitimate reason to do so. Specifically, the Bank must have one or more of the following reasons to use your Personal Data:

**To fulfil a contract you have with the Bank or to take any steps, at your request, prior to entering into a contract with the Bank** – The Bank processes your Personal Data in order to fulfil its obligations under your employment contract and Trade Union Collective agreements (if applicable).

**When it is the Bank’s legal obligation** – The Bank processes your Personal Data in order to comply with requirements of the legal and regulatory framework governing its operations including but not limited to the regulator directive(s), decrees laws and regulations, the Social Insurance Law, the Annual Holidays with Pay Law, the Termination of Employment Law, the Social Pension Law, Tax Laws.

**When it is in the legitimate interests of the Bank or another person with whom the data are shared** – The Bank may process your Personal Data in case it has a legitimate interest to do so, provided this interest does not unfairly go against what is right and best for you. A legitimate interest is when the Bank has a business and/or commercial reason to use your Personal Data. When the Bank bases the Processing of your Personal Data on legitimate interest you have the right to object at any time to such Processing, on grounds relating to your particular situation. The Bank shall no longer process your Personal Data unless it demonstrates compelling legitimate grounds for the Processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims. Where Personal Data are processed for the purposes of direct marketing, you have the right to object to such Processing, including profiling to the extent that it is related to such direct marketing, whether with regard to initial or further Processing, at any time and free of charge. Where you object to Processing for direct marketing purposes, the Personal Data shall no longer be processed for such purposes.

**When you consent to the use** – The Bank may base the Processing on your consent if such consent is free, specific, and has been given after you have been clearly informed about the details of the Processing. You have the right to withdraw your consent at any time, but such withdrawal does not affect the legality of the Personal Data processed prior to the withdrawal.

**When it is in the public interest or in the exercise of official authority vested in the Bank** – The Bank may process your Personal Data when it is necessary for the public interest by virtue of official/competent authority granted to the Bank and provided that the Processing is performed lawfully and fairly, in a clear, precise and transparent manner.

#### (b) Purposes of Processing

Indicatively, we process your Personal Data for the following purposes under the legal basis referenced on the table below. This Processing may take place at Bank or Group level.

Purpose of Processing	Legal Basis
<p>Recruitment Process</p> <ul style="list-style-type: none"> <li>• To review the application and assess the applicant’s</li> <li>• To carry out background checks (obtain confirmation)</li> <li>• To communicate with the applicant.</li> <li>• To obtain, if required, regulatory consent to the applicant’s recruitment.</li> <li>• To consider the possibility of recruiting the applicant in case of future vacancies (if the applicant is not recruited during the current recruitment process).</li> </ul>	<ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of a contract</li> <li>• Consent – to maintain record for future vacancies</li> <li>• Bank’s Legitimate Interest</li> </ul> <p>The Legitimate Interests pursued:</p> <ul style="list-style-type: none"> <li>• Being efficient in fulfilling the Bank’s legal duties and reviewing applications.</li> <li>• Record keeping.</li> <li>• To ensure as accurately as possible that it will select the most appropriate candidate(s) for the specific job position (ethics, integrity, knowledge, skills) thus reducing possible risk of fraud or operational risks.</li> </ul>
<p>Establish, exercise or defend any legal claims To establish, exercise or defend any legal claims arising from applicants in relation to the recruitment process.</p>	<ul style="list-style-type: none"> <li>• Bank’s Legitimate Interest</li> </ul> <p>The Legitimate Interests pursued:</p> <ul style="list-style-type: none"> <li>• To defend the Bank’s legal claims</li> </ul>

Purpose of Processing	Legal Basis
<p>Manage risks CCTV - In the context of preventing crime and fraud and ensuring the protection of premises, systems, customers and employees through a CCTV recording system Breaches - When handling Personal Data breaches as required by the GDPR. Possible disclosure of Personal Data to the regulatory authority.</p>	<ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Bank's Legitimate Interest</li> </ul> <p>The Legitimate Interests pursued:</p> <ul style="list-style-type: none"> <li>• the Bank needs to monitor the access to its premises and other locations to ensure security of staff, customers, visitors and premises</li> <li>• to keep track of visitors who enter Bank's premises and the reason for entering.</li> </ul>
<p>Audit / investigations Your Personal Data may be processed in the context of internal audits in the normal course of business, in the context of special investigations where there is a suspicion of fraud, violations of Policies/Procedures, operational mishandlings etc, and in the context of regulatory inspections and statutory audits.</p>	<ul style="list-style-type: none"> <li>• Legal obligation</li> </ul>
<p>Internal Operations</p> <ul style="list-style-type: none"> <li>• For the issuance of access cards in case you visit any of the Bank's premises</li> <li>• When responding to requests for information from regulators and other competent authorities / organizations e.g. Police orders, financial intelligence unit requests, regulator requests etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of a contract</li> <li>• Bank's Legitimate Interest</li> </ul> <p>The Legitimate Interests pursued:</p> <ul style="list-style-type: none"> <li>• In the context of responding to regulator and other authorities' requests the legitimate interests pursued is the appropriate presentation of the case facts.</li> <li>• In the context of access cards, the legitimate interest pursued is to ensure safety during security events.</li> </ul>
<p>Record keeping Maintaining the applicant's record with all the necessary abovementioned Personal Data. Records may be held in-house, to external document management companies or digitally on cloud as the case may be.</p>	<ul style="list-style-type: none"> <li>• Bank's Legitimate Interest</li> </ul> <p>The Legitimate Interests pursued:</p> <ul style="list-style-type: none"> <li>• Outsourcing for cost saving and expert services</li> </ul>
<p>Provision of services Your Personal Data may be processed for any service requested by you including the exercise of your rights under GDPR as analysed in section 9 below and the processing of your applications submitted via the Bank's webpage.</p>	<ul style="list-style-type: none"> <li>• Legal obligation</li> </ul>

**(c) Profiling and Automated decision making**

«Profiling» means any form of automated processing of Personal Data consisting of the use of Personal Data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements;

Specifically, profiling is a procedure which may involve a series of statistical deductions. It is often used to make predictions about people, using data from various sources to infer something about an individual, based on the qualities of others who appear statistically similar. Profiling may involve three distinct stages:

- data collection;
- automated analysis to identify correlations;
- applying the correlation to an individual to identify characteristics of present or future behaviour.

It is noted that the Bank does not use your Personal Data for automated profiling in matters of recruitment.

#### **4. Who receives your personal data**

##### **(a) Within the Bank**

Within the Bank, access to applicant personal data is given to those employees who are involved in the recruitment process.

##### **(b) Outside the Bank**

Access is also given in certain cases to third party service providers and agents engaged by the Bank to assist in the recruitment process for business purposes. Such service providers and agents are required to observe the Bank's instructions in relation to the processing of personal data. These are mainly organisations from the categories listed below:

- Recruitment agents and/or advisers that the Bank uses to help run a specific recruitment process.
- External legal advisors in cases where a legal claim or issue arise in relation to the recruitment process with specific applicants.

The Bank also discloses personal data to governmental, regulatory and other authorities and public bodies in France, the Republic of Cyprus and the European Union to the extent required by law, regulation, directive or court order:

- The Central Bank of France (Banque de France), the Central Bank of Cyprus, the European Central Bank, the European Banking Authority, the Single Supervisory Mechanism;
- Other regulators, authorities and public bodies insofar as a statutory or other obligation exist.

#### **5. Transfer of personal data outside of the european economic area («EEA»)**

The Bank will only send your Personal Data to a country outside the EEA (a «third country»):

- If this is required for the implementation of the relevant employment contract (for example, when an employee is in the office of a third country representative)
- if this is provided by law (e.g. reporting obligations under tax legislation);
- if the employee has given his consent or
- in the context of the processing of Personal Data undertaken by third parties on behalf of the Bank in accordance with the instructions of the Bank and provided that the regulatory requirements set forth below are followed.

If the Bank does send your Personal Data to a third country, the Bank needs to ensure that said Personal Data is protected in the same way as if it was being used in the EEA. The Bank will implement one of the following bases:

- Send it to a third country with privacy laws that give the same protection as the EEA, as certified by an adequacy decision of the European Commission.
- Transfer it to organisations that comply with binding corporate rules, or an approved code of conduct or certification mechanism that requires its protection to the same standards as applicable in the EEA.
- Put in place a contract with the recipient which includes the standard data protection clauses adopted by the European Commission or adopted by a supervisory authority and approved by the European Commission.
- Where the recipient in the country out of the EEA has signed up to a code of conduct, which has been approved by a supervisory authority. The code of conduct must include appropriate safeguards to protect the rights of individuals whose Personal Data transferred, and which can be directly enforced.
- Where the recipient in the country out of the EEA has a certification, under a scheme approved by a supervisory authority. The certification scheme must include appropriate safeguards to protect the rights of individuals whose Personal Data transferred, and which can be directly enforced.

In the case where none of these bases apply, your Personal Data may still be transferred to a third country under the following conditions/ derogations, where:

- you explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers due to the absence of an adequacy decision and appropriate safeguards;
- the transfer is necessary for the performance of a contract between you and the Bank or the implementation of pre-contractual measures taken at your request;
- the transfer is necessary for the conclusion or performance of a contract concluded in your interest between the Bank and another natural or legal person;
- the transfer is necessary for the establishment, exercise or defense of legal claims;
- the transfer is necessary in order to protect the vital interests of the Data Subject or of other persons, where the Data Subject is physically or legally incapable of giving consent.

Where a transfer could not be based on any of the above, a transfer to a third country or an international organisation may take place only if:

- the transfer is not repetitive,
- concerns only a limited number of Data Subjects,
- is necessary for the purposes of compelling legitimate interests pursued by the Bank which are not overridden by the interests or rights and freedoms of the Data Subject, and
- the Bank has assessed all the circumstances surrounding the data transfer and has on the basis of that assessment provided suitable safeguards with regard to the protection of Personal Data.

In such a case the Bank shall inform the supervisory authority of the transfer and the relevant persons whose data will be transferred on the fact of the transfer and the compelling legitimate interests pursued.

## **6. For how long your personal data is retained by the bank**

The Personal Data of applicants who enter into an employment contract with the Bank will be retained by the Bank in its employee records as described in the Bank's Privacy Notice for employees, which is provided to such successful applicants before they enter into the employment contract with the Bank.

### **(a) Submission of an application of general interest**

An application of general interest and related Personal Data will be maintained by the Bank for a period of six (6) months following submission of such application. The Bank reserves its right to request for updated or additional information within the six (6) months retention period mentioned above. If an applicant wishes to be considered for employment with the Bank after this period, the applicant will have to submit a new application and related Personal Data.

### **(b) Submission of an application for a specific job position**

An application for a specific job position as published by the Bank from time to time and related Personal Data will be maintained by the Bank, for the purpose and/or in the context of the procedure for filling such specific job or internship position, only for the period necessary to fill in the specific job or internship position, respectively.

The Bank may keep an applicant's application and related Personal Data, for a period of one (1) year following submission of the application for such specific job or internship position, as applicable, provided that the applicant has consented to such processing for the purposes of being considered for any other vacancy/ies within the one (1) year period. Provided that the applicant's consent has been granted as described above, the Bank reserves its right to request for updated or additional information within the two (2) years retention period mentioned above.

If an applicant wishes to be considered for employment with the Bank after this period, the applicant will have to submit a new application and related Personal Data.

### **(c) Other Provisions**

## **7. Consequences for refusal to provide Personal Data**

In case you do not provide the legally required Personal Data, then the Bank will not be allowed and / or be able to assess your employment application and /or start an employer-employee relationship with you.

## **8. Your data protection rights under the GDPR and how to exercise them**

Your data protection rights, granted by the GDPR, are described below. You may exercise them at any time by contacting the Bank's Data Protection Officer and submitting your request at:

### **Banque SBA Cyprus**

Legal Department

Kanika Enaerios Complex - Block 1  
Iris House 8C, John Kennedy Street, Postal Code: 3106  
PO BOX: 3724  
Limassol – Republic of Cyprus  
E-mail: [compliance@eblf-sbacyprus.com](mailto:compliance@eblf-sbacyprus.com)

**(a) Right to access your Personal Data**

You have the right to obtain from the Bank confirmation as to whether or not your Personal Data is being processed and to access your data.

**(b) Correction of inaccurate or incorrect information**

You have the right to question any Personal Data the Bank holds about you that you think is wrong or incomplete. If you do, the Bank will take reasonable steps to check its accuracy and correct it.

**(c) Objecting to the Bank's use of your Personal Data**

You have the right to object to the Bank's use of your Personal Data and ask the Bank to stop using your data in any of the following circumstances:

- You have the right to object, on grounds relating to your particular situation, at any time to processing of your Personal Data which is intended by the Bank to safeguard its legitimate interests or to serve the public interest. If you lodge an objection, the Bank will no longer process your Personal Data unless the Bank can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or unless the processing is for the establishment, exercise or defense of legal claims.
- You have the right to object to the processing of your Personal Data for marketing purposes. If you lodge such an objection, your data will no longer be processed for such purposes.
- You have the right to object to the processing of your Personal Data for scientific or historical research purposes or statistical purposes, on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

**(d) Right to be forgotten**

You have the right to have the Bank to delete or remove your Personal Data in the following circumstances:

- The processing of the data by the Bank is no longer necessary for any of the reasons the data were collected and used.
- You have withdrawn your consent and there is no other reason for the processing of these data.
- You have successfully objected to the processing of the data by the Bank.
- The data have been unlawfully processed.
- Deletion is required by law.

It is clarified that the Bank reserves the right to refuse this deletion in case the Processing is necessary for the compliance with its legal obligations, for reasons of public interest and / or for claiming legal claims. If you consider that your Personal Data should be deleted, inform the Bank.

**(e) Restriction of processing**

You also have the right to restrict the Bank's use of your Personal Data in the following circumstances:

- Pending verification by the Bank of data the accuracy of which you have contested.
- The processing is unlawful but you do not want your data to be erased.
- The Bank no longer needs the data but you do not want them to be deleted because you need them for the establishment, exercise or defense of legal claims.
- Pending the Bank's assessment where you have objected to processing intended to safeguard the Bank's legitimate interests.

**(f) Withdrawing your consent**

Where the Bank has requested your consent for the processing of your data for specific purposes and you have chosen to provide this consent, you have the right to withdraw your consent at any time. If you withdraw your consent, the Bank will stop processing the relevant data for these purposes. The Bank will tell you of any consequences that this may have before giving effect to your withdrawal notification.

Please note that the withdrawal of the consent does not affect the legality of the Personal Data processed prior to the withdrawal.

**(g) Data portability**

You have the right to receive your Personal Data from the Bank in a format that can be easily re-used. You can also ask the Bank to pass on your Personal Data in this format to other organisations, where this is technically feasible. This right relates to the data which you have provided to the Bank and which the Bank processes electronically in reliance on your consent or for fulfilling the contract between you and the Bank.

## 9. Filing a complaint

If you are unhappy with how the Bank processes your Personal Data, please inform the Bank accordingly:

### **Banque SBA Cyprus**

Legal Department  
Kanika Enaerios Complex - Block 1  
Iris House 8C, John Kennedy Street, Postal Code: 3106 - PO BOX: 3724. Limassol – Republic of Cyprus  
E-mail: [compliance@eblf-sbacyprus.com](mailto:compliance@eblf-sbacyprus.com)

You also have the right to complain to the competent authority as below:

### **REPUBLIC OF CYPRUS:**

Office of the Commissioner for Personal Data Protection.

You can find information regarding the filing of complaints on the relevant website <http://www.dataprotection.gov.cy>

## 10. Changes or amendments to this Privacy Notice

The Bank reserves the right to amend the present this Privacy Notice from time to time. The new version of this Privacy Notice will be available on the Bank's website. In such case the revised number and issuance date of the Privacy Notice will be displayed.