

JOB APPLICATION – PRIVACY NOTICE

Privacy Statement

Europe Arab Bank (EAB) takes its Data Protection responsibilities seriously and is committed to keeping your personal information private and secure.

During our recruitment process we ask you for personal information and also ask questions about your previous employment background. This notice informs you how we use this information.

In this privacy statement references to "we", "us", "our" and "The Bank" relate to Europe Arab Bank plc. References to "our Website" or "the Website" relate to eabplc.com

We will from time to time update this Privacy Notice as we undertake new personal data practices or adopt new privacy policies.

Who we are

We are Europe Arab Bank plc, a company incorporated in England with company number 05575857. We act as a data controller in respect of your personal data. Our address is:

Europe Arab Bank
35 Park Lane
Mayfair
London
W1K 1RB

Data Protection Officer

The Bank has a designated Data Protection Officer who can assist if you have queries about this Privacy Notice or wish to exercise any of the rights mentioned in it. Either write directly to the above address or use the contact details below:

E-mail: DPO@eabplc.com

Why is Information Being Collected?

We process personal information to enable us to complete our recruitment and selection process, and will be unable to assess your suitability for employment unless we obtain some personal information from you.

If you are unsuccessful in your application, EAB may retain your information for a period of 52 weeks, after we have discharged our legal and regulatory obligations. If you object to your data being held, please advise us in writing by sending an email to humanresources@eabplc.com.

What Information is Being Collected?

The personal information we hold about you is limited to that which you have provided directly to us, that which we receive from trusted third parties during recruitment checks and during the selection or

employment of you or occasionally that which is publicly available on recruitment sites or job notice boards.

How is It Being Collected and Stored?

Where you have applied to a vacancy we receive your personal contact details and professional experience as documented in your CV and the information which you provide during the application process.

In some cases, we may receive your personal data indirectly from third party sources such as recruitment agencies, an online CV site you have registered with or an EEA based referral. We may also collect personal information about you made publicly available through professional networking sites.

CVs are stored in manual and electronic format on the Bank's secure IT network.

The Basis for Processing your Personal Information

EAB also holds and collects personal information for our legitimate interests, for purposes of assessing suitability for employment. The Bank will not use your personal data for any other purpose other than the recruitment exercise for which you have applied.

In some cases, the Bank may require personal identity evidence to ensure it is complying with its legal obligations (e.g. verify candidates' Right to Work).

If you require further information on how we receive your personal data, please refer to the section below under "How to Exercise Your Rights or Make a Complaint".

Who will it Be Shared With?

To enable us to process personal information for the above purposes we may need to share personal information with employees of the Bank involved in the recruitment and selection process.

Any personal information we collect from you will be used in accordance with the Data Protection Act, EU Data Privacy Requirements and other applicable laws.

We may share the information about you, to the extent allowed by law to:

- Europe Arab Bank Branches
 - Arab Bank plc, registered in Amman, Jordan; and disclosures required by law.
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Processing Personal Data Outside of the European Union (EU)?

Europe Arab Bank is part of the Arab Bank Group which is headquartered in Amman, Jordan.

- Being part of this global group means that on some occasions we may send your data outside of the EU, however, we will always ensure that suitable safeguards are in place before personal information is transferred to other countries.
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How Does The Bank Protect Your Data?

The Bank takes the security of your data seriously. The bank employs various technical and organisational safeguards designed to protect information about employees and regularly enhances its security tools and procedures.

Internal policies and controls are also in place to reduce the risk of data being lost, accidentally destroyed, misused or disclosed and not accessed except by employees in the performance of their duties.

Data Retention

We only retain your data for as long as is necessary and for the purpose specified in this notice.

If you would like further information about our data retention practices for specific types of data please contact our DPO using the contact details at the top of this Privacy Notice.

What Are My Rights?

You have the right to access and obtain a copy of your data on request.

To make such request, please refer to the section at the end entitled "How to Exercise Your Rights or Make a Complaint."

There are other rights that individuals have under data protection laws (as listed below) that The Bank is obliged to comply with:

- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed;
- The right to object to processing of your personal information;
- The right to restrict processing of your personal information;
- The right to have your personal information erased (the "right to be forgotten");
- The right to move, copy or transfer your personal information ("data portability");

All requests are reviewed and measured against The Bank's lawful basis for collection of personal information.

How to Exercise Your Rights or Make a Complaint

The Bank welcomes the opportunity to answer any questions you may have about this statement or how it safeguards and confidentiality of information of candidates.

If you wish to exercise your rights under the Data Protection Act and, please contact our Data Protection Officer:

Either *email* DPO@eabplc.com citing "Data Protection" or

Write to the address below:

Data Protection - Europe Arab Bank PLC.

Head Office, 35 Park Lane, Mayfair, London, W1K 1RB.

To make a complaint about how your personal data is used, please refer to our complaints process which can be found [here](#).

If you have any concerns about the way we use your information and are not happy with the response provided following an enquiry with The Bank's Data Protection Officer you can also raise your concerns with the Information Commissioner's Office (ICO) which regulates the processing of personal data:

<https://ico.org.uk/about-the-ico/what-we-do/how-we-handle-concerns/> or call 0303 123 11130.

Last Reviewed by Europe Arab Bank February 2024.