

## Data Protection Policy

### Purpose

You agree and consent to Mitsubishi UFJ Financial Group, Inc., a company organized under the laws of Japan, and those members of its group (collectively referred to herein as "MUFG" , "us", "we" or "our") as well as our respective agents, authorised service providers and relevant third parties collecting, using, disclosing and/or sharing your Personal Data in the manner set forth in this Data Protection Policy. In this Data Protection Policy, "group companies" refers to Mitsubishi UFJ Financial Group, Inc. and/or any of its affiliates, subsidiaries, associated entities and any of their branches and offices. This Data Protection Policy supplements but does not supersede nor replace any other consents which you may have previously provided to us nor does it affect any rights that we may have at law in connection with the collection, use and/or disclosure of your Personal Data. Please note that this Data Protection Policy outlines how your Personal Data will be managed in connection with your prospective employment with MUFG only. The management of any Personal Data which you may provide as a customer of MUFG is outlined in a separate policy document. We may from time to time update this Data Protection Policy to ensure that this Data Protection Policy is consistent with our future developments, industry trends and/or any changes in legal or regulatory requirements. As and when the contents of this Data Protection Policy are updated or amended, the changes will be uploaded onto our website <https://mufgub.wd3.myworkdayjobs.com/MUFG-Careers>. It is your duty to keep yourself updated as to the latest version of the Data Protection Policy.

### How the policy is applied

#### **1. Your Personal Data**

It is necessary to supply us with Personal Data about yourself and other individuals for purposes in connection with your job application.

- 1.1. Where Personal Data is submitted by you on behalf of another individual or concerns another individual other than yourself, you represent and warrant to us that all the necessary consents (procured in accordance with all applicable data protection legislation for such purposes stated in the relevant sections of this Data Protection Policy) have been obtained from the relevant individuals and that you have retained proof of these consents, such proof is to be provided to us upon our request.
- 1.2. In this Data Protection Policy, "**Personal Data**" refers to any data, about an individual who can be identified (a) from that data; or (b) from that data and other information to which the organization has or is likely to have access. Examples of such Personal Data which you may provide to us include:
  - a. your name, identity card information, passport or other identification number, telephone number(s), mailing address, email address and any other information relating to you which you have provided us; and
  - b. your employment history, education background, and income levels.

## **2. Collection of Personal Data**

- 2.1. Generally, MUFG may collect your Personal Data in the following ways:
- a. when you submit forms or applications to us, including via our job applicant registration portal;
  - b. when you submit requests to us;
  - c. when you respond to our requests for additional Personal Data;
  - d. when you ask to be included in an email or other mailing list;
  - e. when you respond to our initiatives; and
  - f. when you submit your Personal Data to us for any other reason.

## **3. Purposes for the Collection, Use and Disclosure of Your Personal Data**

- 3.1. Generally, MUFG may collect, use and/or disclose your Personal Data for the following purposes:
- a. evaluation and assessment of suitability for hiring for particular positions, including for future positions that MUFG believes you may be suitable for;
  - b. to maintain a talent pool of job applicants in order to match you to future job vacancies;
  - c. to send you job advertisements and information on our job vacancies using the methods of communication you have specified;
  - d. providing employee references and for background screening/vetting;
  - e. responding to your queries and requests;
  - f. matching any Personal Data held which relates to you for any of the purposes listed; purposes including analytical and statistical studies for our internal business processes;
  - g. preventing, detecting and investigating crime, including fraud and any form of financial crime, and analyzing and managing our commercial risks;
  - h. protecting and enforcing our contractual and legal rights and obligations;
  - i. complying with any applicable local or foreign statute, rule, law, regulation, judgment, decree, directive, sanctions regime, court order, agreement between any MUFG Group and an Authority, agreement or treaty between Authorities, which may apply to any MUFG group company or to which any MUFG group company is subject;
  - j. to assist in any investigation by an Authority where there is a reasonable suspicion of the commission of a crime under any written law in any jurisdiction in which MUFG operates;
  - k. subject to applicable law, any other purpose set out in the Terms and Conditions; and
  - l. any other purpose reasonably related to the aforesaid.
- 3.2. You should ensure that all Personal Data submitted to us is complete, accurate, true and correct. Failure on your part to do so may result in delay or inability to process your application or request.

3.3. MUFG may also collect, use and/or disclose your Personal Data for other purposes where you have provided us with your consent.

#### **4. Disclosure of Personal Data**

4.1. Personal Data will be protected and kept confidential but, subject to the provisions of any applicable law, may be disclosed, for the purposes listed above (where applicable), to the following parties:

- a. MUFG group companies;
- b. agents, contractors or third party service providers who provide services such as telecommunications, information technology, payment, payroll, processing, training, storage and archival, to MUFG;
- c. our professional advisors such as our auditors and lawyers;
- d. third parties seeking employee references in respect of former employees of any MUFG group company;
- e. any judicial, administrative or regulatory body, any government or public or government agency, instrumentality or authority, any domestic or foreign tax, revenue, fiscal or monetary authority or agency, court, law enforcement body or any agents thereof, having jurisdiction over any MUFG group company (collectively referred to as “**Authorities**” and each an “**Authority**”);
- f. any other person in connection with the purposes set forth above.

4.2. In connection with the purposes set out in this Data Protection Policy, MUFG may from time to time transfer your Personal Data to third parties who are situated overseas. MUFG has put in place contractual agreements to ensure that these third parties will abide by comparable standards of protection in collecting, using or disclosing your personal data.

#### **5. Retention of Personal Data**

5.1. You understand and agree that should your job application be unsuccessful, MUFG may retain your personal data for a maximum period of two years and the data may be retained for longer period if there is a subsisting reason that obliges MUFG to do so, including (where applicable) for the purposes listed at paragraph 3 above.

#### **6. Contacting Us – Withdrawal, Access and Correction of your Personal Data**

6.1. If you wish to withdraw your consent to any use of your Personal Data as set out in this Data Protection Policy, or if you have any questions, complaints relating to your Personal Data, or you would like to obtain access and make corrections to your Personal Data records, please contact the Data Protection Officer via the Human Resource Helpdesk. **Contact:** [personal\\_data\\_protection@sg.mufg.jp](mailto:personal_data_protection@sg.mufg.jp)