

## PRIVACY NOTICE – JOB APPLICANTS-RELATED PERSONAL DATA

This privacy notice explains how MUFG Bank (Europe) N.V., Brussels Branch (“we”) process job applicants-related personal data.

This notice is relevant to you if you are applying to be an employee, consultant, contractor, worker, assignee, secondee, trainee, apprentice, work experience student, director or officer of ours, whether on a temporary or permanent basis. It informs you about how we collect, use, store, transfer and otherwise process your personal data for the effective running of our business before any working relationship with us and about your rights in relation to your personal data. This privacy notice does not form part of any contract of employment or other contract to provide services.

This privacy notice was last updated on 24 May 2018. We may provide you with other privacy notices on specific occasions.

## PERSONAL DATA WE COLLECT ABOUT YOU

Much of the personal data we collect about you will have been given to us directly, but it may also come from other internal sources, or in some cases, external sources, such as referees, background check providers and employment agencies or from publicly available sources. To the extent permitted by EU or local law, this personal data includes, but is not limited to:

- **Personal details:** your title, name, e-mail and telephone details, home address, date and place of birth, gender, marital or civil partnership status, outside business interests;
- **Background:** your application letters, resume/CV, work background, references, education history, professional qualifications, membership of professional associations, language skills, other skills, information you provide about your personal life, interview feedback (where authorised by EU or local law);
- **Right to work/immigration:** your citizenship/nationality;
- **Your picture:** if you give it to us on a voluntary basis (e.g. included in your CV);
- **Any other personal data** that you present us with as part of your application, in your CV or motivation letter, related to the exercise of the role;
- **Digital assessment through the internet (social media presence),** insofar as this presence is open for us to see.

## HOW WE USE YOUR PERSONAL DATA

We process your personal data where applicable law permits or requires it, including where the processing of your data is necessary in order to take steps prior to entering into any contract with you, and where the processing is in our legitimate interests, i.e. among others the interest to assess and evaluate you before deciding on making an offer to enter into a working relationship, which is also in your interests or at least these do not outweigh our interests.

The purposes for which we process your personal data include, to the extent permitted by applicable law and regulation the registering of your application for a working relationship with our company and, if this application leads to start our selection procedure, make a profile of you, meaning that we will process all the necessary data that is required for us to assess your application in view of a potential working relationship. This evaluation can also imply an evaluation by a third party ('assessment'). This includes: performing background checks and interviews as part of our selection process, assessing qualifications or suitability for a particular role or task.

In case of a positive evaluation and decision to enter into a working relationship, we will also use your personal data to prepare the necessary contracts.

#### **TO WHOM DO WE DISCLOSE YOUR PERSONAL DATA?**

We disclose personal data about you, where reasonably necessary for the various purposes set out above, to the following recipients, including:

- our HR staff and management;
- cloud providers of our HR databases;
- archive service providers; or
- third party service providers linked with your application (e.g., employment and recruitment agencies, background check providers).

#### **FOR HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

We retain personal data of job applicants for a maximum of 4 weeks after completion of the recruitment process of an open position.

#### **YOUR DATA PROTECTION RIGHTS**

You have certain rights under data protection law regarding your personal data. These include rights to access your personal data (including the right to request a copy of the personal data we hold about you), rectify the personal data we hold about you, erase your personal data if there is no (longer a) lawful ground for us to process it, restrict our processing of your personal data, and to receive your personal data in a usable electronic format and have it transmitted to a third party (right to data portability), in each case in the circumstances and subject to the exceptions provided by data protection law. If you would like to discuss or exercise your data protection rights, please contact us at the details provided below.

You also have the right to object to our processing of your personal data for which we use legitimate interest as a legal basis, in which case we will cease the processing unless we have

compelling legitimate grounds for the processing. If you would like to exercise this right please use the contact details below.

We encourage you to contact us to update or correct your personal data if it changes or if any personal data we hold about you is inaccurate.

You can lodge complaints with the local data protection authority in Belgium or other location where you live or work.

## WHO TO CONTACT

If you have any questions about this privacy notice or our processing of your personal data, or if you wish to exercise your data protection rights, please use the contact details below.

<b>Entity</b>	<b>Location</b>	<b>Contact Details</b>
MUFG Bank (Europe) N.V.	The Netherlands	Data Protection Officer MUFG Bank (Europe) N.V. Address: World Trade Center, Tower I, Strawinskylaan 1887 1077 XX Amsterdam The Netherlands Email: <a href="mailto:dpo@nl.mufg.jp">dpo@nl.mufg.jp</a>
MUFG Bank (Europe) N.V. Brussels Branch	Belgium	Data Protection Liaison Officer MUFG Bank (Europe) N.V. Brussels Branch Address: Boulevard Louis Schmidt, 29 1040 Brussels Belgium Email: <a href="mailto:compliance@be.mufg.jp">compliance@be.mufg.jp</a>

We are committed to working with you to obtain a fair resolution of any complaint or concerns about privacy.