

## **CTBC Bank Corp. (Canada) – Privacy Notice for Job Applicants**

### **1. Introduction**

At CTBC Bank Corp. (Canada) (“CTBC Canada”), we are committed to protecting the privacy and confidentiality of your personal information. This Privacy Notice explains how CTBC Canada collects, uses, discloses, and safeguards your personal data during the recruitment process, in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable privacy laws.

By submitting an application for employment or contractor opportunities with CTBC Canada, you acknowledge that you have read and understood this notice. Specifically, this notice outlines:

- The types of personal information we collect;
- The purposes for which we collect and use this information;
- The retention period for your data; and
- Your rights under applicable privacy legislation, including how to exercise those rights.

### **2. Collection of Personal Information**

CTBC Canada collects personal information directly from you throughout the recruitment process. Personal information refers to any information from which you can be identified. This includes, but is not limited to:

- Legal name and contact information (e.g., phone numbers, email, mailing address);
- Employment history, educational background, and professional qualifications;
- Skills, certifications, work eligibility status and compensation expectations;
- Interview notes, assessments results, and any additional information you voluntarily provide during the application process.

We may also collect personal information from third-party sources, including:

- References and former employers;
- Recruitment agencies;
- Educational institutions and credential verification agencies;
- External background screening vendors and publicly available sources (e.g., job platform such as Indeed and/or LinkedIn);
- Government agencies or regulators, where legally permitted or required.

### **3. Use of Personal Information**

Your personal information is used solely for recruitment-related purposes, including evaluating your qualifications and suitability for employment with CTBC Canada. It may be used to:

- Evaluate your suitability and qualifications for employment and conduct interviews;
- Verify the accuracy of your information and conduct background checks;
- Communicate with you throughout the recruitment process;
- Comply with applicable legal and regulatory obligations;
- Consider you for future job opportunities, only with your consent, if your application is not immediately successful.

CTBC Canada does not use automated decision-making for recruitment purposes. All hiring decisions are made by authorized personnel based on a thorough and structured evaluation process. This includes initial qualification screening, interview assessments, and final decision-making, followed by relevant pre-employment verifications (such as reference, criminal background, and credit checks, where applicable).

### **4. Sharing of Personal Information**

Access to your personal information is strictly limited to authorized personnel involved in the recruitment process, including Human Resources and hiring managers.

CTBC Canada does not disclose your personal information to third parties unless:

- Required by law or regulatory obligation;
- You have given explicit consent;
- It is necessary for the use of authorized service providers acting on our behalf (e.g., background screening agencies), under confidentiality agreements.

Please note that all applicant data, including resumes and supporting materials (“Information”), will be stored in Workday’s secure data centers, which may be located outside the country where your application was submitted. Furthermore, subject to applicable privacy laws and internal access controls, your Information may be accessed by affiliated recruitment teams within the CTBC Group, should your qualifications be relevant to other employment opportunities within the organization.

## **5. Retention of Personal Information**

CTBC Canada maintains your personal information only for the duration required to fulfill the purposes outlined in this notice, including consideration for employment opportunities and compliance with applicable legal, regulatory, and internal policy requirements. Retention periods are determined based on statutory obligations, legitimate business needs, and our internal governance standards. When these retention periods expire or when the information is no longer necessary for its original purpose, we securely dispose of your data in accordance with our documented procedures.

If your application is unsuccessful, CTBC Canada may retain your personal information securely for up to 24 months to consider you for future employment opportunities. You may opt out of this consideration or withdraw your consent to this retention at any time by contacting us (see Section 8).

## **6. Your Rights Concerning Your Personal Information**

You have the following rights concerning your personal information:

- Access the personal information about you;
- Request corrections to inaccurate or incomplete information;
- Withdraw your consent for continued use or storage of your data, subject to legal and contractual limitations;
- Request deletion of your personal information, where applicable.

If you withdraw your consent, CTBC Canada will stop processing your application and securely delete your information in accordance with our retention policy. You may also withdraw your application at any stage of the recruitment process.

To exercise any of these rights, please contact our HR Department using the contact details provided below (see Section 8).

## **7. Safeguards and Cross-Border Transfers**

CTBC Canada implements appropriate physical, organizational, and technological safeguards to protect your personal information against unauthorized access, loss, disclosure, or misuse.

As part of the recruitment process, your personal data may be transferred, stored, or processed in jurisdictions outside of the country where you submitted your application and/or country of residence. These jurisdictions may have differing data protection laws, some of which might not offer the same level of protection as those in your country. CTBC Canada, together with our CTBC Group, its affiliates and authorized third-party agents, are committed to protecting your personal information during cross-border data transfers by implementing appropriate security measures in compliance with applicable privacy laws.

## **8. Contact & Complaints**

If you have questions about this Privacy Notice, wish to exercise your rights, or have concerns about how your personal information is handled, please contact:

Human Resources Department  
CTBC Bank Corp. (Canada)  
350-2608 Granville St.  
Vancouver, BC V6H 3V3  
Email: [hr@ctbcbank.ca](mailto:hr@ctbcbank.ca)

If you are not satisfied with our response, you have the right to file a complaint with the local regulatory agency for data protection issues by contacting:

Office of the Privacy Commissioner of Canada:  
Website: <https://www.priv.gc.ca>  
Phone: 1-800-282-1376

## **9. Updates to this Notice**

This Privacy Notice is effective as of **July 1<sup>st</sup>, 2025**.

CTBC Canada may update this notice from time to time to reflect changes in legal or regulatory obligations or modifications to our recruitment practices. The most current version will always be available on our official careers webpage.