

## RECRUITMENT NOTICE: PROCESSING OF PERSONAL INFORMATION

**Bank of London and The Middle East plc (BLME, we, us, our)** is committed to protecting the privacy and security of your personal information. BLME is a member of the Boubyan Bank Group.

This notice is to help you understand what personal information we collect about you, why we collect it, what we do with it and who we may share it with.

### 1. Contact details

We are Bank of London and The Middle East plc.

Your personal information is collected by:

- Bank of London and The Middle East plc which is a company registered in England & Wales with its company registered number as 05897786 and registered office at 20 Churchill Place, Canary Wharf, London, E14 5HJ; and
- Bank of London and The Middle East plc (DIFC Branch) which is a branch office registered in the Dubai International Financial Centre (DIFC) with its DIFC registered number as 1317 and registered office address at Office 2904, Al Fattan Currency House, DIFC, Dubai UAE, PO Box 506557.

You can contact us at [RecruitmentTeam@BLME.com](mailto:RecruitmentTeam@BLME.com).

If you have any questions in relation to our use of your personal information or this Recruitment Notice, please contact our Data Protection Officer (DPO) at [dpo@blme.com](mailto:dpo@blme.com).

### 2. What personal information we collect

We collect the information below about you during the recruitment process. If you fail to provide certain information when requested we may not be able to progress your application.

- 2.1. **Information provided in your curriculum vitae, application form, covering letter and during the interview process including:** your name, date of birth, age, gender, home address, personal email address, education, qualification and work experience details, remuneration details (including benefit entitlements) and references.
- 2.2. **Information collected or created by us during the recruitment process including:** interview notes, test scores, immigration/naturalisation records and correspondence between us.
- 2.3. **Information about criminal convictions and credit checks:** we carry out background and credit checks as part of the recruitment process.
- 2.4. **Special categories of personal information including:** Information relating to disabilities (for which the organisation needs to make reasonable adjustments during the recruitment process); or other physical or mental health information that you may proactively share with us.

### **3. How we use personal information:**

We use your personal information for the following purposes:

- to progress the recruitment process;
- assess and make a decision about your suitability for a role;
- to communicate with you;
- to carry out reference checks; and
- to comply with legal and regulatory requirements.

### **4. Sources of Information:**

This information is either

- 4.1. provided by you;
- 4.2. obtained from third parties through the application and recruitment process; or
- 4.3. created by us in the course of the recruitment process.

### **5. Why we use personal information:**

We will use the information collected from you because:

- 5.1. it is necessary for us to do so before entering into a contract with you;
- 5.2. we need to process your information in order to comply with a legal or regulatory obligation; and/or
- 5.3. because we have a legitimate interest to:
  - 5.3.1. ensure the effective administration and management of the recruitment process;
  - 5.3.2. ensure we hire a suitable individual for a role; or
  - 5.3.3. deal with disputes and accidents and take legal or other professional advice; and ascertain your fitness to work.

### **6. How we use special category personal information:**

We will process your special categories of personal information;

- 6.1. to provide appropriate adjustments during the recruitment process
- 6.2. for equal opportunity monitoring purposes; or
- 6.3. to comply with any legal or regulatory obligation.

### **7. Why we use special category personal information:**

We will use special categories of personal information collected about you because:

- 7.1. you have provided your explicit consent;
- 7.2. we need to do so to carry out our legal obligations;
- 7.3. it is necessary for the establishment, exercise or defence of legal claims or in relation to court cases;
- 7.4. there is a substantial public interest; or
- 7.5. it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent.

**8. Information about criminal convictions:**

As part of the recruitment process we ask you for information in relation to unspent criminal convictions and we carry out criminal background checks. We use this information and these checks;

- 8.1. to assess your suitability for a regulated role;
- 8.2. to protect your interests, our interests and third party interests; or
- 8.3. because it is necessary in relation to legal claims. We are allowed to use your personal information in this way where it is necessary to carry out our employment rights and obligations.

**9. Information that we share:**

We will only share your personal information with the following third parties for the purposes of processing your application:

- 9.1. employment agencies and employment lawyers;
- 9.2. background check and online test providers;
- 9.3. credit reference agencies;
- 9.4. regulators and competent authorities; and
- 9.5. with other members of our Group for the purposes of administration, accounting and reporting purposes.

**10. Retention of your information:**

- 10.1. We will retain your personal information for the duration of the recruitment process and for the length of any applicable limitation period for claims which might be brought against us later. If you are successful in applying for a position, your personal information will be retained for a further period, as set out within our Employee Privacy Notice. If you are unsuccessful, we will retain your personal information for up to six months from the date on which we notify you about your application being unsuccessful. We may contact you about future opportunities which we feel may be suitable for you. If you do not wish to be contacted for this reason please let us know.

**11. Where your information will be held:**

11.1. We may transfer the personal information we collect about you to countries outside the United Kingdom or to a jurisdiction outside the DIFC for the purposes of administering the recruitment process.

11.2. However, to ensure that your personal information is properly protected in line with UK and DIFC data protection law (as applicable), the transfer of this information is governed by an International Data Processing and Transfer Agreement (Intra-Group) or contract:

- for transfers outside the UK in accordance with Article 46(2)(c) of the UK GDPR; and
- for transfers outside the DIFC, the DIFC Commission of Data Protection in accordance with Article 27(2)(c) of the DIFC Data Protection Law.

11.3. If you would like to obtain further details of such safeguards you can request them from the [DPO](#).

**12. Your rights: You have the following rights in connection to your information:**

12.1. You have a number of rights in relation to our handling of your personal information, including the rights of access, correction, erasure, objection, restriction, and transfer.

12.2. You also have a right to complain to a supervisory authority, in particular:

- where the UK GDPR applies, you can make a complaint to the Information Commissioner's Office (Tel: 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)); and
- where the DIFC Data Protection Law applies, with the DIFC Commissioner of Data Protection (Tel: +971 (0)4 362 2222 or at [commissioner@dp.difc.ae](mailto:commissioner@dp.difc.ae)).

12.3. For more information about your rights, or if you would like to exercise your rights, please contact the [DPO](#).