

Raiffeisen Bank JSC Policy of Candidates' Personal Data Processing Privacy

Introduction

Raiffeisen Bank JSC (hereinafter – “Bank”, “we”, “our”) sticks to the principles of privacy and protection of the personal data (hereinafter – “data”) of private individuals and every individual’s right to respect for private life. That is why we have developed the Privacy Policy (hereinafter – “Policy”) that defines:

- the data the Bank collects (both from you and third parties) on the candidates for the job vacancies available in the Bank;
- the purposes the Bank collects and processes these data for;
- the persons/entities, to whom the Bank transfers your data;
- your rights in the area of the personal data protection;
- the persons you may contact if your rights to personal data protection are violated.

Policy scope

This Policy shall apply to the processing of the data of private individuals:

- who are candidates to the job vacancies available in the Bank;
- to whom the Bank suggests job vacancies available in the Bank;
- who are included in the Bank’s candidate pool, that is whose contact data are kept in the candidate database and to whom the Bank can suggest suitable positions (should they appear).

We would like to draw your attention to the fact that the general documents dedicated to personal data processing can be found at the following link: <https://raiffeisen.ua/en/data-protectionn/bezpeka-danykh>, the Bank’s personal data processing procedures are described therein.

What data on the candidates does the Bank collect?

This section contains the list of the data processed by the Bank under this Policy and the sources from which we collect your data.

- **Data of your Curriculum Vitae (CV).** The Bank collects the data from your CV and other sources you make reference to/information that can be provided in your Curriculum Vitae, for instance, your portfolio, samples of your works, professional certifications, data on your education etc. We will receive these data directly from you or from an external recruiter (if your candidacy was proposed by an external recruiter);
- **Biographical data.** The Bank can collect data on your professional experience, education or other data that for some reasons have not been included in your CV. Such data can be obtained from you or your accounts in social media (for instance, your LinkedIn account);
- **Data relating to the job interviews.** The Bank’s employees or external experts present at the job interview can make a record and analyse the results of the job interviews conducted with you;
- **Data concerning test assignments.** If the agreement on completing of a test assignment has been reached, the Bank will process the results of such an assignment received from you or an external recruiter;
- **Data on your salary expectations.** The Bank receives from you or from an external recruiter the information on your expectations in terms of the level of salary or other types of remuneration;
- **Additional information.** We can also process some additional information you have specified within the framework of the candidate selection (recruiting). For instance, the need to allocate special equipment or other aspects important for your employment with the Bank.

Which purpose does the Bank collect and process your data for?

Your assessment as a candidate for the position available in the Bank. We process the data you have provided in order to analyse, whether your candidacy meets the Bank's requirements and whether the Bank can meet your expectations (financial, career-related etc.). For instance:

- We process the data on your salary expectations and additional information to understand, whether the Bank will be able to satisfy your needs and, whether in the Bank's opinion your expectations correspond to the Bank's possibilities and the existing situation in the labour market;
- We process your data in order to find out, whether you will be able to perform the duties in the scope of the job vacancy available.
- We process the data of the test assignments in order to analyse, whether you are capable of completing an assignment which would be to the greatest extent similar to the tasks included in the scope of the position, for which your candidacy is being considered.

Suggesting other job vacancies. If you have not been selected to the job vacancy you apply to at the moment or to the Bank's opinion there is a job vacancy which suits more your profile and salary expectations, the Bank can suggest to you a different job vacancy. This rule also applies if you have not been selected to the job vacancy and your data have been included in the candidate pool and the Bank comes up with an offer of another job vacancy in the future.

Transfer of your documents for the completion of the employment procedure. If you have been chosen to the respective position in the Bank and have provided your consent for the employment with the Bank, the Bank will transfer your data to other units executing the respective steps in terms of the candidate's hiring procedure, verification of his/her integrity, absence of a potential conflict of interest etc.

For how long will the Bank process your data?

The Bank will process your data for 60 months (5 years) after they have been entered into the recruiting system.

You can have your data deleted from our recruiting systems in the following manner:

- If you have received a notification from Workable recruiting system on the receipt of your application for the job vacancy – by clicking on “withdraw this application” button. In this case your data will be deleted. But we would like to emphasize that in this case we will have no possibility to suggest to you any other job vacancies available in the Bank in the future, as we will not have access to your profile and your contact data anymore;
- You can also address the Bank using our contact details: <https://raiffeisen.ua/en/kontakty>.

Whom will the Bank transfer your data to?

Your data will be processed with involvement of Workable company incorporated in England and Wales, with the registered address: 5 Golden Square, 5th Floor, London, W1F 9BS, United Kingdom, the company registration code: 08125469. For more information, please, follow the link: <https://www.workable.com/>.

Your legally protected rights

Pursuant to [article 8](#) of Law of Ukraine *On Personal Data Protection*, you have the rights you may exercise. To do this, please, address the Bank using the following contact details: <https://raiffeisen.ua/en/kontakty>.

If you consider that your rights in the personal data protection area have been violated, you can apply to the Commissioner for Human Rights of the Verkhovna Rada of Ukraine. The Commissioner for Human Rights has the powers in the personal data protection area provided for by article 23 of Law of Ukraine *On Personal Data Protection*, which include considering private individuals' complaints on personal data protection issues.

The Commissioner for Human Rights Office contact details:

Address: 01008, Kyiv, 21/8 Instytutska Str.

Hotline: 0800-50-17-20 (free of charge): hotline@ombudsman.gov.ua

Web-site: <https://ombudsman.gov.ua/>

Bank's contact details

Personal data holder: Raiffeisen Bank JSC (hereinafter – “Bank”), the code in the Unified State Register of Enterprises and Organizations of Ukraine: 14305909, 01011, Kyiv, 4a Generala Almazova Str., info@raiffeisen.ua.

The Bank's employee in charge of the personal data protection (Data Protection Officer): Eduard Karaush.