Candidate Privacy Policy

**Approval Date:**

**Version number:**

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Document Version History

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| Document version | Comments |
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# Candidates Personal Data Privacy Policy

Arab National Bank (referred to as ‘ANB’ in this Policy) prioritizes your privacy. This Policy informs you about personal data collection, usage, and protection, ensuring transparency and upholding privacy rights within our institution. In this policy, references to “we”, “us” or “our” are references to ANB.

The information collected by ANB varies based on circumstances and typically includes name, address, contact details, bank and salary-related information, as well as job title, responsibilities, applications, references, and qualifications. We will collect this information directly from you and, in some circumstances, from third parties, e.g., referees, recruitment agencies, ANB staff or other associated persons. Also, choosing not to provide personal data or requesting the removal of your personal information/Personal Data may impact your ability to be considered for the job(s).

ANB processes your Personal Data as per the principles stated in Personal Data Protection Law (PDPL) and its Implementing Regulation. The processing of your Personal Data will be one of the following grounds:

* ANB may process your information where it is necessary to enter into a contract with you.
* Throughout your relationship with ANB, it is required by ANB’s policy and/or law/regulations to collect and process certain personal information about you.
* Necessary for the legitimate interests of ANB, without unduly affecting your interests or fundamental rights and freedoms and to the extent such Personal Data is necessary for the intended purpose
* ANB’s activities where it may rely on your consent, including where ANB process certain special categories of data such as your biometric information, political opinions or affiliations, health information, racial or ethnic origin, religious or philosophical beliefs; where ANB uses cookies or similar technologies; or where ANB collects your permission for sending marketing communication or any other processing where we request your consent.
* In some cases, necessary for the performance of a task carried out in the public interest.

ANB utilizes your personal data for various purposes which include administration of staff and human capital processes, fulfillment of individual employment contracts, compliance with ANB independence requirements and other regulatory obligations and policies, ensuring fair treatment, compliance with statutory obligations, and protection and enforcement of ANB's legal rights. And also, for reference for available vacancies opening in the future.

ANB takes data protection seriously and, in its commitment, to safeguarding your information, it employs a robust security measures and best practices. This includes access controls, encryption, regular security assessments, and employee trainings. It continuously monitors and adapts ANB’s security measures to mitigate risks and protect your information from unauthorized access, disclosure, alteration, or destruction. ANB’s vigilant approach to information security ensures the highest standards of privacy and compliance with data protection regulations.

ANB may disclose your personal data, as needed for the aforementioned purposes, to other parties providing data processing, background verification services, etc., as well as to judicial and/or applicable regulatory authorities or other parties as required by law or regulatory obligations applicable to ANB or you.

Choosing not to provide personal data or requesting the removal of your personal information may impact your relationship with ANB.

As a data subject, you can exercise a set of rights such as right to information, access, correction, deletion as listed below:

• Be informed about the legal basis and the purpose of collecting your personal data,

• Be provided with a copy of the personal data which ANB holds about you,

• Request that ANB amend, delete or block inaccurate personal data.

• Request to correct, complete or update any of your personal data held by ANB.

Candidates can exercise the rights by visiting the ANB website or contact the bank at customercare@anb.com.sa or 800-124-4040 / +966-11-212-7555

We strictly adhere to retention policies, ensuring personal information is stored only as long as necessary. This includes duration of employment use, legal and contractual obligations, and the original collection purpose, with safeguards for extended retention if required by law, regulators, judiciary or contract.

Please note that upon confirming your application, you will be required to review and approve the internal Data Privacy Policy for employees, which will then apply. For further information on data privacy, please refer to the bank's General Privacy Policy available at [ANB Privacy Page.](https://anb.com.sa/web/anb/privacy)

**DPO Details:**

|  |  |
| --- | --- |
| **Contact** | **Details** |
| Data Governance and Privacy Office | Privacy@anb.com.sa |