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Mega International Commercial Bank Public Company Limited

Privacy Notice for Candidates

Mega International Commercial Bank Public Company Limited (“us”, “we”, “our”, or “the Bank”) values your privacy and strives to protect your personal data in compliance with the laws of Thailand. You are applying for a role with Mega International Commercial Bank Public Company Limited. This company is known as the “Data Controller” for information collected about you during the recruitment process.

This privacy notice explains how companies within the Group promise to look after your personal information:

- What kind of personal data we collect. This includes what you tell us about yourself and what we learn through the interview and recruitment process.
- How we use your personal data
- Who we disclose the personal data to
- What are the choices we offer, including how to access and update your personal data
- What are your privacy rights and how the law protects you

1. Collection of Personal Data

We use many different kinds of personal information. The type of personal data that we collect depends on the various circumstances of the collection.

We collect Personal Data about you from a variety of sources as follows:

- Application forms online or otherwise, CVs or resumes
- When you talk to us during the interview session (face to face, telephone or video);
- Identification documents such as ID card, passport
- When you use our HR systems, tools and websites
- From the correspondence with you; through the interviews, meetings or other assessments; or CCTV recording equipment.

In some cases, we may collect the personal data about you from third parties, such as your named referees, from whom we collect the following categories of data: full

name, periods of previous employment, performance during previous employment or from publicly accessible sources, such as LinkedIn, JobDB, Facebook, News, etc., where we collect your full name, email, work history, and other data included on your profile and data from employment background check providers, data from credit reference agencies and data from criminal record checks permitted by law.

The categories of Personal Data about you that we Process, subject to applicable law, are as follows:

- **Personal details:** Name, address, telephone number, personal email address, date of birth, gender, nationality, identification number, visa, right to work permit information such as passport and driving license and data you provide us during interviews at our premises.
- **Family details:** Names and contact details of family members and dependents.
- **Contact details:** Address; telephone number; email address; social media profile detail.
- **Professional details:** Details of profession, professional memberships, professional memberships, work history such as previous employers, positions and dates, employer feedback/references where necessary, educational achievements including professional qualifications and skills, training history and plans.
- **Transactional details:** Compensation such as basic salary, benefits and bonuses
- **Pre-screen details:** health information, disciplinary/grievance records, details provided in relation to conduct policies such as conflicts of interest, personal account dealing and trade body membership; and/or results of pre-employment screening checks such as credit history and criminal record checks where permitted under local law, leaves of absence such as maternity leave and sickness absence; court judgements, credit history, bankruptcy searches, penalties for tax evasion.
- **Other details:** Notes from face to face interviews, photographs and images from recorded assessments or from on-site CCTV;

Special categories of personal data

- Racial or ethnic origin
- Religious, philosophical and political beliefs
- Biological information
- Disability information
- Health/Medical data

- Criminal record
- Labor union

During the processing of your personal data, we also collect some sensitive personal data about you to make reasonable adjustments to enable our candidates, who apply for jobs with us, to be able to attend interviews, to prepare for starting work at the Bank (if successful) and to ensure that we comply with the regulatory obligations placed on us with regard to our hiring. We will not collect or use these types of data without your consent unless the law allows us to do so

2. Uses of personal your personal data

We will use the personal data we collect about you to:

- Process your application.
- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint a suitable candidate to that role. We also need to process your personal data to decide whether to enter into a contract with you.

Our processing may potentially include your sensitive personal data. The sensitive personal data is not routinely collected from all applicants, it may be collected where the Bank has a legal obligation to do so, or if you choose to disclose it to us during the period of your relationship with the Bank

We may collect your CV, covering letter and the results from any tests you took, we will then process that data to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is suitable to invite you for an interview. If we decide to call you for an interview, we will use the data you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we may then take up references and/or any other check before confirming your appointment.

3. Disclosure of personal information

Your personal data may be shared internally with the following people:-

- Those employees who would have a managerial responsibility for you or are acting on their behalf;
- Employees in HR who have the responsibility for certain HR processes (for example recruitment, assessment, pre-employment screening, etc);
- Employees in recruitment business unit who will assess and consider you for the interview
- Employees in Legal and Regulatory Compliance with the responsibility to investigate the issues of non-compliance with laws and regulations, policies and contractual requirements;
- Employees in IT and system owners who manage user access;
- Audit and Investigations employees in relation to specific audits/investigations; and/or
- Security personnel for facilities/premises.

The Bank may also need to share your personal data with certain external third parties including:-

- Reference person of Candidates
- Recruitment Agency on behalf of the bank
- Academic institutions (universities, colleges, etc.) in validating data you have provided; and/or
- Other third-party suppliers (or potential suppliers), who provide services on our behalf.
- Suppliers who undertake a background screening on behalf of the Bank (credit checking agencies, criminal checking bureaus, etc.);

The Bank will need to share your personal data to Mega International Commercial Bank Group for operation process activities for HR internal report.

4. Retention of personal information

We collect your information for as long as it is necessary to carry out the purposes for which it was collected, for the recruitment and legal purposes or comply with applicable laws.

The Bank will hold your personal data for the duration of your recruitment, unless otherwise in the event of legal, regulatory or technical reasons, we may keep your data for longer than recruitment period. If we don't need to retain personal data for longer than legally necessary, we will destroy, delete or anonymize it.

From Mega ICBC ROPA, HR inform that they keep candidates information for 1 years after recruitment process.

5. Accuracy of your data

We need your help to ensure that your personal data is current, complete, and accurate. Please inform us on the changes to your personal data by contacting HR representative at 02- 259- 2000 extension 101 or updating your information at via boe3hro1@megaicbc.com.

6. Your Data Subject Rights

- **Right to Withdraw of consent:** This enables you to withdraw your consent to our processing of your personal data, which you can do at any time. We may continue to process their personal data if we have another legitimate reason to do so.
- **Right to Access:** This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Right to Correct:** This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Right to Erasure:** This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Right to Object:** This enables you to object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Right to Restrict Processing:** This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Right to Portability:** Request the transfer of your personal information to another party.

Handling of Complaints

In the event that you wish to make a complaint about how we process your personal data, please contact us and we will try to consider your request as soon as possible. This does not prejudice your right to file a complaint with a government authority that has data protection authority.

7. Security of Your Personal Data

Information is our asset and therefore we place great importance on ensuring the security of your personal data. We regularly review and implement up-to-date physical, technical and organizational security measures when processing your personal data. We has internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

8. Your responsibilities

You're responsible for making sure that the personal data you give us, or provided on your behalf, is accurate and up to date, and you must tell us as soon as possible if there are changes.

9. Contact Us

Please contact us at HR Department, email us at boe3hr01@megaicbc.com, or call us at 02-259-2000 extension 101; if you have any questions in regards to the protection of your personal data or if you wish to exercise your rights, or speak to any Data Protection Representatives Lines.

10 Revision of our privacy notice

We keep our privacy notice under regular review and thus the notice may be subject to changes. The date of the last revision of the privacy notice can be found on the top of the page.