

Bank of Montreal (BMO) – job applicant personal information privacy notice

BMO collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does BMO collect?

We collect a range of information about you. Examples include:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- information about your entitlement to work

We collect this information in a variety of ways. For example, it might be contained in application forms, CVs or resumes, or collected through interviews.

Your personal information will be stored in a range of different places, including in secured HR management systems and on other IT systems (including email and secured shared drives).

Why is BMO use your personal information?

We need to use your personal information to review your application, perform due diligence and possibly to enter into a contract with you. We have a legitimate interest in using your personal data during the recruitment process and for keeping records of the process. This allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and to make offers of employment. We may also need to use and retain data from job applicants to respond to and defend against legal claims.

We may process information regarding your health if we need to make reasonable adjustments to the recruitment process for candidates who have a disability.

Who has access to your personal information?

Your information will be shared internally for recruitment purposes. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy. We take the security of your information seriously and take precautions to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Given the geographical location of BMO's businesses it may be necessary to transfer your personal information outside of the European Economic Area ("EEA"), in particular to Canada and the United States of America for legitimate business purposes, for example, where a hiring manager is based in North America. When transferring your information to

another other jurisdiction outside of the EEA, BMO will rely on the following to ensure its protection:

1. Transfer it to a non-EEA country with privacy laws that give the same protection as the within the EEA, for example, Canada.
2. Enter into a contract with the recipient which requires them to protect your personal to the same standards as required under EEA regulation.

For how long does BMO keep your personal information?

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process for consideration of future employment opportunities. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, further information on the periods for which your personal information will be held will be provided to you in a privacy notice as part of the offer process.

Your rights

You have a number of rights in connection with our use of your personal information. You can:

- access and obtain a copy of your information on request
- require BMO to change incorrect or incomplete information;
- require BMO to delete or stop processing your information, for example where the information is no longer necessary for the purposes of processing;
- object to the processing of your information where BMO is relying on its legitimate interests as the legal ground for processing; and ask BMO to stop processing your information for a period if your information is inaccurate or there is a dispute about whether or not your interests override BMO's legitimate grounds for processing your information.

If you would like to exercise any of these rights, please contact [recruitment inbox]. If you believe that BMO has not complied with your rights when using your personal information, you can complain to the Information Commissioner. The Information Commissioner's contact details can be found here: <https://ico.org.uk/global/contact-us/>

What if you do not provide personal your information?

You are under no obligation to provide your information to BMO during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.