

## **PRIVACY NOTICE FOR EMPLOYEES AND JOB APPLICANTS (Group Human Resources Version)**

*(Note: For Privacy Notice to employees in compliance with the Personal Data Protection Act 2010)*

The purpose of this Privacy Notice is to bring to your attention our practices relating to the collection, processing and disclosure of personal information relating to job applicants and employees.

For the purposes of this Privacy Notice, please note that:

- "CIMB Group" refers to CIMB Group Holdings Berhad and all its direct and indirect subsidiaries based in Malaysia, as defined in section 7 of the Companies Act 2016.
- "Personal information" in this case refers to personal information relating directly or indirectly to an identifiable job applicant and/or employee of CIMB. Personal information in some cases consists of "sensitive personal information", which refers to information relating to your health, religious beliefs, etc. For the purpose of this Privacy Notice, both personal information and sensitive personal information are included in any use of the term "personal information".

### **Source of Personal Information:**

The personal information that we collect and process about you is sourced from:

- information provided by you and/or relevant third parties in the course of your applying for a position with us; and
- information provided by you, relevant third party information sources, or information otherwise generated upon your being hired and in the course of your employment with us.

### **What Kind Of Personal Information We Collect:**

Specifically, you may be asked to provide information relevant to your application and/or employment with us, including but not limited to, your name, address, telephone numbers, email address, date and place of birth, nationality, gender, marital status, languages spoken, educational institutions attended, grades obtained, employment history, recommendations, referee reports, medical history, bank account numbers, SOSCO and EPF numbers, NRIC and passport numbers, driver's license details, emergency contact information, pictures, photographs or other images, profile details in social media, names, birthdates and other details of your family members and dependents (where relevant), etc. You may also be required to participate in video interviews which may be required as a part of our job application process.

Where you provide us with details of other individuals, it is your responsibility to obtain the necessary consent from such individuals prior to disclosing their personal information to us.

We will also process and retain related personal information generated during the course of your employment with CIMB, including but not limited to, your employee identification number, department, employment benefits, compensation and history with CIMB, training and certification, business expenses and travel claims, medical certificates, work place injury claims, performance appraisals, workplace dispute resolution, computer identification codes and passwords, CCTV images, pictures, photographs, audio, video recordings, any other media records, biometric data and access codes, electronic communications with staff, business partners, suppliers, authorities and customers, agreements entered into with CIMB, information of persons that are connected to you as defined in relevant legislation and such other information as required by our regulators and/or by law.

### **How We Use Your Personal Information**

We collect, process and retain your personal information for our legitimate functions, including but not limited to:

- assessing your suitability for the job and vice versa;
- general administrative and record keeping purposes;
- headcount and payroll planning;
- workforce development, training and certification;
- communicating with our customers and/or corporate clientele;
- performance management;
- approving, management and monitoring employee benefits and entitlements;
- audit and compliance purposes;
- risk management and security purposes;
- providing and monitoring access to CIMB work sites, facilities and systems;
- internal investigations and legal proceedings;
- marketing, publicity and/or promotion of CIMB products and/or events;
- for such purposes as required by our regulators; and/or
- for such other purposes as may be required by law.

### **Disclosure Of Personal Information**

To the extent necessary, we may disclose, share or transfer your personal information to third parties that we deal with for the performance of your contract and/or generally operating our business. These third parties may be based within or outside of Malaysia, and include:

- our business partners, consultants and suppliers who are involved in and/or otherwise assist us to render our services to customers;

- third parties to whom we outsource our internal functions;
- industry associations;
- training providers;
- other members of the CIMB group of companies, whether based in Malaysia or abroad;
- regulators, enforcement and such other legal authorities; and/or
- third parties that we may be deal with for the purpose of mergers and acquisitions

Where we disclose, share or transfer your personal information to third parties, we will require these parties to abide by our, or equivalent, personal information practices and policies relating to the processing and retention of your personal information.

### **Consent**

Please note that for the purposes of your job application and/or your continued employment with us, you are required to provide your explicit consent to the collection and processing of the information detailed above, including without limitation, processing of your sensitive personal information (as defined above) and the transfer of your personal information to third parties whether in Malaysia or abroad. Your continued consent is mandatory unless otherwise expressly provided and/or agreed. In the event you withdraw your consent for us to collect and process your personal information, our relationship may have to be discontinued.

### **Your Rights**

You have certain rights pursuant to the Personal Data Protection Act 2010. Should you wish to limit the processing of certain aspects of your and/or another person's personal information, or wish to exercise your right to seek access to and/or to correct your personal information retained by us or have any questions or issues regarding this notice or your personal information, or have any complaints regarding the unauthorised use, disclosure or transmission of your personal information, please feel free to write in to Group Human Resource via the HR Helpdesk. However, please be advised that in certain limited circumstances, your rights may be restricted pursuant to the Personal Data Protection Act 2010.

Your personal information is contained in the relevant human resource information systems or applications where you have individual access to view/amend/update the requisite information.

### **Revisions To Privacy Notice**

This Privacy Notice may be revised from time to time. Notice of any such revision will be given on the CIMB Group's intranet and/or by such other means of communication deemed suitable by the CIMB Group.

Last Updated: 7<sup>th</sup> July 2025