

EMPLOYEE DATA PROTECTION AND PRIVACY STATEMENT

1. Who does this Data Protection and Privacy Statement apply to?

This Employee Data Protection and Privacy Statement applies to anyone who is, or has applied to become, an employee at the EXIM Bank.

2. What types of personal data will be processed by the EXIM Bank?

The personal data processed by us will include the details you directly provide to us during any expressions of interest, application, commencement of employment and throughout your employment with the Bank. This includes:

- **Contact Information** such as name, mailing address, email address, telephone, and mobile number(s),
- **Identifiers** such as Tax-Payer Registration Number (TRN), Driver's license number, national ID, passport number,
- **Supporting documentation** provided by referees or anything recorded during or after any interview process,
- **Biometric Data** such as photographs and signatures,
- **Certain types of sensitive personal data** such as health records, sexual orientation, and religion. Access to, and the sharing of, this type of data is controlled very carefully.

If you apply to the Bank through our online recruitment service, this is managed by a Third-Party provider and your personal data will be stored in their database.

In addition, we may also process personal data that we receive or request from any Third-Party in connection with recruiting activities.

In submitting your application or expression of interest, where you provide the Bank with the personal data of others (e.g., the names and contact details of parents/guardians/spouses/children) you are encouraged to inform them that:

- You are disclosing that information to the Bank,
- If your application is successful, the information will be retained, and
- They can access that information by contacting the Bank's Data Protection Officer.

Your personal data is created, stored, and transmitted securely in a variety of paper and electronic formats. This includes databases that are shared across the Bank to assess your application and eligibility to commence employment with the EXIM Bank. Access to your personal data is limited to staff and third parties who have a legitimate interest in it for the purpose for carrying out their duties.

3. Why do we need your personal data, what is our legal basis for processing it, and how will we use it?

The personal data processed by us, or processed on our behalf, during any expression of interest, application, commencement and throughout any employment with the Bank is collected for the primary purpose of assessing your application and if successful, administering your employment. If you choose not to provide your personal data, it may not be possible for the Bank to consider you for employment.

We consider that the lawful basis for the processing of your personal data as an applicant is that it is necessary for the pursuit of the legitimate interests of the Bank to consider your application for employment, and as an employee, that is required by the Financial Administration and Audit Act and necessary for us to fulfil our obligations to you.

We will obtain your consent for specific use of your personal data not covered by this Employee Privacy Statement. You can withdraw your consent to our specific use of such data at any time.

In addition to the purposes set out in the Data Protection Policy, our specific purposes of processing of your personal data as an employee or applicant of the Bank and how we use it include:

- To determine and process your pay and other entitlements,
- To correspond with you,
- To fulfil and monitor our responsibilities to comply with legislative reporting requirements,
- To attend to day-to-day administrative matters,
- For the provision of associated services such as security, parking, information technology,
- For benchmarking, analyses, quality assurance, review, and planning purposes
- For special Audits,
- For advancement or separation,
- To compile statistics and conduct research for internal and statutory reporting purposes,
- To prevent or detect fraudulent activities, and
- To use the information as otherwise required or permitted by law, including pursuant to any government directions.

Under Law, for pension or other purposes, we are required to store employee records for sixty (60) years.

4. Who will the Bank share my personal data with?

We may share your personal data with a range of third parties, including the following:

- Your nominated Financial Institution for payment of salary,
- The designated Financial Institution managing the Bank's Pension Fund,
- The Insurance Company managing the Bank's Health Insurance, and
- The Insurance Company managing the Bank's Life Insurance

5. How will the Bank use my personal data after the application process?

We are committed to the integrity and safeguarding of your personal data.

If you are successful in your application, your personal data will become part of your employment record.

If your application is unsuccessful, we take all reasonable steps to ensure that the personal data is managed in accordance with the Bank's Records Management Policy and Guidelines and Retention and Disposition of Records or Documents Policy. Under normal circumstances, the Bank will store your personal data for any job vacancies that may suit your qualifications in the future. However, if you wish to be removed from our database please email humanresources@eximbankja.com copied to dpo@eximbankja.com with the words "Remove from database" in the subject line.

6. What are my individual rights?

Under the Jamaican's Data Protection Act (DPA), you have the right to:

- Access your personal data,
- Consent to Direct Marketing,
- Know how your data is being processed and prevent processing,
- Have personal data rectified, and
- Prevent automated decision making.

7. Who can I contact if I have any questions about how my personal data is being used or how I can exercise my rights?

If you have any questions about how your personal data is being used, or wish to exercise any of your individual rights, please contact the Bank's Data Protection Officer by email dpo@eximbankja.com

Employee Acknowledgement:

I have received, read and understood this notice. I have been provided with a hard copy of this notice.

Signature: _____

Print Name: _____

Date: _____