

Job Applicants Privacy Notice

Thank you for showing interest to work at Bank of Bahrain and Kuwait B.S.C (BBK).

By applying for this position, you provide your consent for us to collect, store and process your Personal Data for following the purposes in line with BBK's recruitment process:

- Screening
- Evaluation
- Contacting you for interviews
- Negotiation
- Background verification (if required)

The personal data we would like to process, may include but not limited to:

- Personal details e.g. your name, photograph, nationality, address, date of birth, telephone number, and email address
- Education qualifications
- Employment history
- Salary and Benefits
- CV/resume, Notes of Interviews, Application Forms, Decisions to Offer Employment, Background Information and Third Party References

We may request more personal information (e.g. health report and dependents information etc.), if required during recruitment process for the purposes mentioned above.

Your privacy is important to us. As per applicable privacy and data protection laws and regulations, we would like to inform you that your data is retained by BBK for the aforementioned purposes, and protected with appropriate security controls to prevent unauthorized access and/or disclosure. Our various security measures include but are not limited to rigorous access controls either from network or application level. BBK limits access to personal information to those working with BBK and its Group Companies (branches, subsidiaries, and other associated companies), regulators, government authorities, vendors, consultants, external auditors and appointed experts, employees, contractors, business partners or agents who require such access in connection the purposes mentioned above or for other legitimate business purposes or as required to comply with the relevant laws and regulations.

Your rights under Law No. (30) of 2018 with Respect to Personal Data Protection Law ("PDPL")

Requesting access to your personal information

The PDPL provides you with the right to request access and obtain details about the personal information we hold in relation to you.

Objection to processing of your personal information

The PDPL gives you the right to object to the processing of your personal information if such processing causes substantial and unwarranted harm or distress

Requesting amendment, blockage or erasure of your personal information

PDPL provides you with the right to request rectification of your personal information if you believe that the information we hold is incorrect, incomplete or out of date. You also have the right to request that your personal information be blocked or erased.

Complaints to the Personal Data Protection Authority

PDPL provides you with the right to submit a formal written complaint to the Personal Data Protection Authority in the cases where you have reason to believe that any violation of the provisions of the applicable privacy laws has occurred or that we are processing your Personal Data in contravention to its provisions.

You may contact The Personal Data Protection Authority in Bahrain through <http://www.pdp.gov.bh/>

Retention Period

The information you provide will be retained by BBK as long as required and might be used to contact you for any future positions that arise during that period.

Acknowledgment and Consent

By submitting the application, I confirm that I have read the above and fully understood why BBK retains certain personal information pertaining to me and also give my consent for BBK to collect, process and retain this information

You have the right to withdraw your consent at any time. We will stop processing the data for which you have withdrawn your consent. However, your consent withdrawal may require the Bank to make a determination on your recruitment based solely on the facts available to the Bank at the time. If you wish to withdraw your consent or want to know more about your Personal Data processing and privacy rights, kindly contact us at: DataPrivacy@bbkonline.com