



Bank of Bahrain and Kuwait B.S.C

Data Privacy Statement

## **Introduction**

Bank of Bahrain and Kuwait B.S.C (BBK) is committed to maintaining the confidentiality, integrity, and security of personal and sensitive information collected from customers, in accordance to applicable laws.

This privacy statement defines BBK procedures to process personal and sensitive personal data collected and processed by BBK through all means including requests for banking services via BBK's various channels (including but not limited to branches, website and mobile applications).

BBK recognizes the importance of data privacy, and treats your data in accordance to applicable data protection regulations.

This statement should be read in conjunction with any other privacy notices or fair processing notices and product terms and conditions we may provide on specific occasions when we are collecting or processing personal data.

This privacy statement has been developed in line with the provisions of Bahrain's Personal Data Protection Law (30/2018).

This privacy statement shall be updated from time to time so you may wish to check it each time you submit Personal Data on our websites and applications.

This privacy statement explains how we collect, use, store and share the personal data you provide us when requesting BBK's services through any of the Bank's various channels.

By accessing and using our electronic services and mobile applications, you agree to the terms and conditions of this privacy statement.

## **Definitions**

### **Data or Personal Data**

Any information of any form related to an identifiable individual, or an individual who can be identified, directly or indirectly, particularly through his/her personal ID number, or one or more of his/her physical, physiological, intellectual, cultural or economic characteristics or social identity.

To determine whether an individual can be identified, all the means used by, or that may be available to, the Data Manager or any other person, shall be taken in consideration.

### **Sensitive Personal Data**

Any personal information that reveals, directly or indirectly, the individual's gender, race, ethnicity, political or philosophical views, religious beliefs, union affiliation, criminal record or any data related to his/her health or marital status.

### **Data Manager**

The person who decides, solely or in association with others, the purposes and means of processing of certain personal data. In the events where such purposes and means are

prescribed by Law, the Data Manager shall be the person who is responsible for the processing.

### **Data Processor**

The person who processes the data for and on behalf of the Data Manager, not including whoever works for the Data Manager or Data Processor.

### **Data Privacy Officer**

The person who's in charge of data privacy matters at the organization and support compliance with the requirements of data privacy laws by providing internal guidance and monitoring as well as external interaction and liaison.

### **Processing**

Any operation or set of operations carried out on personal data by automated or non-automated means, such as collecting, recording, organising, classifying in groups, storing, modifying, amending, retrieving, using or revealing such data by broadcasting, publishing, transmitting, making them available to others, integrating, blocking, deleting or destroying them.

### **Direct Marketing**

Any communication, by any means, through which a marketing or advertising material is directed to a specific person.

### **What kind of Information does BBK collect?**

As part of our legitimate business use and regulatory requirements, BBK may collect the following information about past, existing and prospective clients (individuals and legal entities) for the purpose of providing our services.

This information includes (and is not limited to):

<b>Data class</b>	<b>Indicative data elements</b>
Individual's information	Name, Phone Number, Residential Address, CPR Number, Passport Number, Email Address, Date of Birth, Employment Information, Salary Information, credit information
Legal entity's information	Entity Name, Commercial Registration Number, Registered Address, Incorporation Information, VAT Registration Number, Shareholder Information, Management Information, credit information
Financial information of legal entities	Turnover (Sales), Net Profit, Net Worth (Total Assets, Total Liabilities)
Transaction information	Banking Transactions (Recipients, Transaction Amounts, Corresponding Bank, Destination Country)
Website and application usage information	Time Spent, Pages Visited
Cookies, log files and web beacons	IP Address, Device Identifiers

## **How does BBK collect my Personal Data?**

In order to properly provide our services and to adhere to regulatory requirements, BBK collects Personal Data about you from the following sources:

- Directly from you (through application forms of various banking services)
- If you contact us, we may keep a record of the correspondence
- BBK websites and mobile applications
- Correspondence with BBK
- Events and marketing campaigns
- BBK Group Companies, including; branches, subsidiaries, associates and other affiliates, as required for Group wide oversight
- Government Authorities and Regulators
- Data processors, ancillary service providers, contractors, vendors and any other third parties

Personal Data collected by BBK is restricted to the minimum information required to provide our services or as required by regulators. The consequences of not providing the requested information may result in our inability to provide services requested by you.

When you visit BBK websites and mobile applications, we may collect certain information automatically from your device such as:

- Your IP address
- Device type
- Unique device identification number (such as MAC address)
- Browser type, broad geographic location (on a country or city level)

We may also collect information about how your device has interacted with our site, including the pages accessed and links clicked. Collecting this information enables us to better understand the visitors who come to our website, where they come from and what content on our website is of interest to them. We use this information for our internal analytics purposes, and to improve the quality and relevance of our site to our visitors.

Our site also uses various social media plugins as well as links to external websites that may collect information regarding your identifier and usage. BBK does not control and is not responsible for the data collection and content on these plugins and websites.

## **How does BBK safeguard the Personal Data collected?**

As the Data Manager, we have a responsibility to apply technical and organizational measures capable of protecting the data against unintentional or unauthorized destruction, accidental loss, unauthorized alteration, disclosure or access, or any other form of processing.

We have instituted adequate measures for providing an appropriate level of security aligned to the nature of the data being collected and processed, and the risks that may arise from this processing. Our various security measures include but are not limited to data encryption, either at rest or in-transit, strong authentication, accessing monitoring, and rigorous access controls either from network or application level. Data is shared within BBK and its third parties (including employees, group companies, contractors, agents, etc) on a need to know basis and under strict confidentiality arrangements.

Notwithstanding this, despite our best efforts, we cannot absolutely guarantee the security of data against all threats. We have implemented suitable measures to identify, monitor and report any breaches to personal data in line with the requirements of the law.

BBK limits access to personal information to those working with BBK and its Group Companies, regulators, government authorities, vendors, consultants, external auditors and appointed experts, employees, contractors, business partners or agents who require such access in connection with providing products or services to you or for other legitimate business purposes or as required to comply with the relevant laws and regulations.

### **How does BBK process collected Personal Data?**

We may process your Personal Data for:

- a. Providing our products or services to you (as an individual and/or legal entity)
- b. Administering and maintaining our contractual relationship
- c. Complying with legal and regulatory requirements
- d. AML, CFT and fraud-prevention purposes
- e. Enhancement of our products and services
- f. Research, analysis and statistical purposes
- g. Marketing of our current and/or upcoming products/services
- h. Record keeping
- i. Audit and quality control
- j. regulatory reporting

### **Credit and tax reporting. To which third-parties does BBK disclose Personal Data?**

BBK only discloses data to third parties when explicitly requested by you, when required as per legal/regulatory requirement or to perform contractual obligations. Third-party recipients of data may include:

- a. Government authorities and regulators
- b. BBK Group Companies, branches, subsidiaries, associates and other affiliated companies
- c. Financial Institutions (Such as corresponding banks)
- d. Courts, police and law enforcements
- e. Consultants, Advisors, auditors and law firms (when required and when associated with BBK)
- f. Data processors, ancillary service providers Contractors, agents, business partners and other vendors associated with BBK
- g. Call centre and customer service provider

### **Is my Data transferred out of Bahrain?**

We may need to transfer data outside Bahrain for providing uninterrupted services to you (such as data availability, remittance, bank transfers and availability of electronic services and mobile applications)

Bahrain's personal data protection law sets out the circumstances under which Personal Data can be transferred outside of Bahrain.

## **What are my rights?**

Under the provisions of the applicable laws, you are provided with the following rights in relation to the processing of your Personal Data. To exercise your rights under the Law, you will be requested to provide a valid proof of identity, in order for BBK to fulfil its responsibility of verifying your identity before processing your request

### **Right to enquire**

You have the right to request and obtain information on the Personal Data which BBK holds and processes, and the purpose for which it is maintained by BBK.

### **Right to object**

You have the right to object to processing of your Personal Data under the following two instances:

- If the processing for Data causes substantial and unwarranted harm or distress to yourself or others.
- If there are reasonable grounds as a result of which it is likely that the processing will cause substantial and unwarranted harm or distress to yourself or others.

However, the Personal Data Protection Law stipulates that under certain circumstances, BBK may have legitimate reasons to perform the processing of Data even when you have an objection. In this case, BBK shall continue to process your Data to satisfy these legitimate interests, including but not limited to: completion of a contract to which you are a party, implementation of an obligation prescribed by Law, protection of your vital interests, or exercising the legitimate interests of BBK or any third party involved.

You also have the right to object to being contacted by us for direct marketing purposes. On receipt of such objection, we will ensure that you are removed from our relevant marketing databases, as applicable.

To opt-out from receiving direct marketing communications, please send an SMS message with the below code to **+973 39304111** from your registered mobile with the Bank:

- To Opt Out please send this SMS code: **STPCMP**
- To Opt In after Opting out, please send this SMS code: **STRCMP**

### **Right to Demand Rectification, Blocking or Erasure**

You may submit an application to request to rectify, block or erase your Personal Data, as the case may be, if the processing thereof is done in contravention of the provisions of the law, and in particular, if the data is incorrect, incomplete or not updated, or if the processing thereof is illegal.

### **Right to withdraw consent**

At any time, subsequent to providing consent, you have the right to withdraw the consent provided. Withdrawal of consent will be applicable to future use of the Personal Data and will

not in any way impact legitimate use of the personal information prior to the withdrawal of the consent.

Withdrawal of consent to process certain mandatory Personal Data related to services provided by BBK, may result in our inability to continue providing these services to you.

### **Right to complain**

You may submit a complaint to Bahrain's Personal Data Protection Authority, if you have reason to believe that any violation of the provisions of the privacy laws has occurred or that we are processing Personal Data in contravention to its provisions.

If you believe there has been a breach of privacy regarding your personal data, please contact us on [DataPrivacy@bbkonline.com](mailto:DataPrivacy@bbkonline.com)

### **Will BBK use my data for direct marketing?**

BBK may use your identity, contact information and profile data to directly market products and/or services that may be of interest to you.

We will provide you the details of how to opt-out from receiving our marketing promotions at the time of signing-up for BBK services. Existing customers who are already registered in our systems will continue to receive our marketing communications unless they opt-out.

To opt-out from receiving direct marketing communications, please send an SMS message with the below code to **+973 39304111** from your registered mobile with the Bank:

- To Opt Out please send this SMS code: **STPCMP**
- To Opt In after Opting out, please send this SMS code: **STRCMP**

BBK does not share your personal information with third-party marketers or advertisers.

### **How long does BBK retain Personal Data?**

Once Personal Data is received by BBK, Data will be stored in physical and digital formats (where applicable). BBK retains such Data for as long as required and in accordance with local regulatory retention requirements.

### **Data Privacy Team**

For any questions or clarification on this privacy statement, feel free to contact our Data Privacy team on [DataPrivacy@bbkonline.com](mailto:DataPrivacy@bbkonline.com)