



## MIZUHO RECRUITMENT PRIVACY POLICY

### 1 General

- 1.1 This Recruitment Privacy Notice ("**Privacy Notice**") relates to the collection, storage, use and disclosure of your personal data by Mizuho Bank, Ltd. London Branch ("**Mizuho**", "**we**" or "**us**") throughout the recruitment process including through the careers pages of our website [www.mizuhogroup.com/emea/careers](http://www.mizuhogroup.com/emea/careers) (the "**Careers Site**") and the Mizuho online recruitment portal <https://cbcareers.mizuho-emea.com/> (the "**Online Recruitment Portal**"). Mizuho acts as controller for personal data collected for recruitment purposes.
- 1.2 This Privacy Notice also sets out your rights and who you can contact for more information. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.
- 1.3 This Privacy Notice only applies to the personal data of job applicants, and potential candidates for employment. It does not apply to our employees, contractors or clients, or other personal data that Mizuho collects for other purposes.
- 1.4 This Privacy Notice is supplemental to the general Terms & Conditions and Website Privacy & Security statement of the Mizuho website [www.mizuhogroup.com/emea](http://www.mizuhogroup.com/emea) (the "**Site**") which are available [here](#) (the "**Terms & Conditions**"). You should read the Terms & Conditions as they contain important terms applying to your use of the Site, in particular how we may bar your access to the Site and/or the Careers Sites including the Online Recruitment Portal.
- 1.5 We may at our sole discretion change or add additional terms to the general Terms & Conditions, Website Privacy & Security statement or this Privacy Notice. If we make any substantial changes in the way we use your personally identifiable information, we will notify you by posting a prominent announcement on the Careers Site and/or the Site as applicable.

### 2 Information we collect

- 2.1 This information will include your personal data, which means information that can be used to identify you, which may include but not be limited to your contact information, such as your home address and contact details (including your mobile telephone number), your date of birth, your educational and professional qualifications, your right to work, visa status, employment status, and any other information about you that you disclose to us during the application process.
- 2.2 The personal data that we collect about you may also include special categories of personal data, such as information about your racial or ethnic origin, criminal or alleged criminal offences, sexual orientation or your health and lifestyle where applicable to the recruitment process including where necessary to accommodate any disability needs.

- 2.3 If you fail to provide us with this information, or you object to us processing such information (see section 9 below for more information about your rights in relation to your information) the consequences are that we may be prevented from progressing your application.

### **3 How we collect information about you**

- 3.1 We collect your personal data when you submit a job application to us and/or create a profile through the Online Recruitment Portal or if you choose to submit a job application or CV to us in any other way.
- 3.2 In considering your application we may also obtain information from third party sources, including any referees that you specify, educational institutions and publicly available sources including LinkedIn, Facebook and Google+ ("**Social Network Sites**") when you choose to provide us with a link to your profile on any Social Network Site as part of your job application.
- 3.3 We may also obtain your contact details from publicly available sources, including content that you have made public on other Social Network Sites or similar sites for professional purposes to make initial contact with you for recruitment purposes. If we contact you in this way you will be given the opportunity to opt out of receiving any further information about career opportunities with Mizuho and you can subsequently opt out at any time by contacting **recruitment@mhcb.co.uk**.
- 3.4 Your personal data may be provided to Mizuho by recruitment agencies with whom you have registered an interest in working for Mizuho.
- 3.5 If you give us information about other individuals - for example, referees - or you are providing information about applicants to us in your capacity as a recruitment agency, you must first make sure that the individual knows that you might disclose information about them (either specifically to us or, at least, to potential employers) and you have obtained all relevant consents from that individual to do so on their behalf.
- 3.6 If you are a recruitment agency you should, in particular, make sure that all of the information in this Privacy Notice is communicated to the applicant.

### **4 What we do with the information we gather**

- 4.1 Mizuho may use the information and opinions collected through the recruitment process (including but not limited to setting up and conducting interviews and tests and evaluating and assessing the results) including through your use of the Online Recruitment Portal for the following purposes:
- 4.1.1 to consider and process any application that you make for any particular job with Mizuho including to identify and contact you;
  - 4.1.2 to determine whether you have the professional skills, expertise and experience for the position applied for;
  - 4.1.3 if you are offered a position with Mizuho, to verify the personal data provided including your identity, address, right to work, employment history and academic background and other background screening purposes including, where allowed by law, criminal record checks,

searches with a credit reference agency and sanctions screening checks;

4.1.4 to assist in the administration of Mizuho's recruitment programme, recruitment campaign planning, and compliance with related internal policies;

4.1.5 to provide you with information about other job vacancies if you would like Mizuho to send you such notifications; and

4.1.6 for statistical purposes.

4.2 If successful in the employment process any information provided through the recruitment process including via the Online Recruitment Portal may form the basis of your personnel record with Mizuho and may be used for the purposes of administering your employment, benefits and training with the firm, ensuring your health and safety and to fulfil the firm's responsibilities as an employer. You will receive further information about such processing as applicable.

## **5 Legal basis for processing**

5.1 We will be permitted to process your personal data in the ways we have described by relying on one or more of the following legal bases for processing your personal data:

5.1.1 you have explicitly agreed to us processing your information for a specific reason or purpose;

5.1.2 the processing is necessary to perform an agreement we already have with you or to take steps to enter into an agreement with you (e.g. a contract of employment); and/or

5.1.3 the processing is necessary for the purposes of a legitimate interest pursued by us, which might be to protect our business interests; or to evaluate, develop or improve our services.

5.2 In relation to any processing of special categories of personal data, we will generally rely on your specific consent in order to process such data. It may be necessary for us to use certain personal data (such as that relating to alleged offences) in order to comply with our legal obligations.

## **6 Sharing Your Information**

6.1 In order to consider any application that you make to Mizuho including via the Online Recruitment Portal, we may transfer your personal information to Mizuho offices in countries outside the European Economic Area ("**EEA**") and to third party service providers assisting us with the hosting of the Online Recruitment Portal. You should be aware that in territories outside the EEA, data privacy laws and practices are likely to be different and may be less stringent than those within the EEA. In such cases, we will ensure that there are adequate safeguards in place to protect your personal data that comply with our legal obligations.

6.2 We may also share your personal information with:

- 6.2.1 law enforcement agencies, other governmental agencies or third parties if we are required by law to do so; and
  - 6.2.2 other business entities should we plan to merge with or be acquired by that business entity, or if we undergo a re-organisation with that entity.
- 6.3 Except as indicated above, your details will be accessible only by our authorised personnel and will not be disclosed to any third party. The information we hold is not traded with any external bodies or organisations and is not used for marketing purposes.

## **7 How long do we retain your personal data**

- 7.1 If your application for employment is unsuccessful then we may continue to hold information and opinions about you and your applications after any application process is complete, in case we need to consult it in the future if you make another application or become a Mizuho employee, if a dispute arises about an application that you have made or in order to contact you if potentially suitable job opportunities become available in the future.

## **8 Job vacancy updates**

- 9.1 If you have registered to receive job vacancy updates by email, we will send you such updates in the frequency you have selected. If you no longer wish to receive these, you can request that we amend your preferences by contacting ***recruitment@mhcb.co.uk***.

## **9 Your rights**

- 9.1 You should note that you have the right to access, modify or delete any information concerning your personal profile in compliance with applicable data protection legislation. To access or correct any inaccuracies in your personal details you may do so via your account on the Online Recruitment Portal through which you submitted your application or by contacting ***recruitment@mhcb.co.uk***.
- 9.2 Where you have consented to our processing of your personal data (including special categories of personal data) you may withdraw your consent at any time, by contacting ***recruitment@mhcb.co.uk*** to request that we stop using your personal data. Please note that in certain circumstances it may be still lawful for us to continue processing your personal data even where you have withdrawn your consent if such processing is required and is in accordance with one of the other legal bases described above.
- 9.3 If at any stage you would like to withdraw an application or remove your CV and/or details from the Online Recruitment Portal, or if you wish to raise a complaint about how we are using your personal data or you do not wish us to contact you in relation to future employment opportunities, please let us know by sending an email to ***recruitment@mhcb.co.uk***.
- 9.4 If you have any concerns about our use of your information, you also have the right to make a complaint to the Information Commissioner's Office, which regulates and supervises the use of personal data in the UK, via their helpline on 0303 123 1113.