

Trust Recruitment Privacy Notice

This privacy notice applies to the collection, use and disclosure of your personal data in connection with our recruitment process.

Our equal opportunities commitment

We are committed to providing equal opportunities and fair treatment in employment and recruitment. All employment decisions at Trust are based on business needs, job requirements and individual qualifications, without regard to age, gender, physical ability, race, religion or belief, family or parental status, sexuality, or any other status protected by laws or regulations. We will not tolerate discrimination or harassment based on any of these characteristics. We encourage applicants of all ages.

What personal data do we collect?

Here are some examples of the kinds of personal data we collect about you:

- Name and contact details (such as telephone number, e-mail address and postal address).
- Date of birth.
- Current and previous employment details (including salary/bonus/benefit details).
- Academic background.
- Languages spoken and level of proficiency.
- Job preferences including willingness to travel and/or relocate
- Gender.
- Marital status.
- Results of any pre-employment testing such as psychometric testing.
- Evidence of identity such as national ID/passport/resident card.
- Immigration status and work permits including employment pass/work authorisations.
- Video, photographic images or audio recordings submitted as part of the recruitment process.
- Criminal record checks.
- Racial/ethnicity information.
- Health related information including physical/mental health.

We also collect personal data provided by you in relation to third parties when it relates to your application to Trust, including details about your referees, close personal relationships, close financial relationships, client and business partner connections for the purpose of protecting Trust and its customers from conflicts of interest, fraud and other financial crime. It is your responsibility to ensure anyone about whom you provide us with Personal Data is made aware that you are providing their personal data and for what purpose.

How do we collect your personal data?

We collect Personal Data in the following ways:

- When you submit a job application or create a profile on our website (or Standard Chartered career websites or approved third-party websites).
- Through social media channels, such as LinkedIn and job board.
- From recruitment agencies with whom you have registered an interest in working for Trust. If a recruitment agency refers you to us, a profile will be created for you on our database.
- From other sources, such as references from previous employers.

What do we use your personal data for?

- As necessary to consider whether to offer a role to you.
- As necessary to comply with any legal right or obligations.
- To process your application including to identify and contact you.
- To determine whether you have the right skills, expertise and experience.
- If you are offered a role with Trust, 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.
- To provide you with information about other job vacancies at Trust or at Standard Chartered, which may include using data analytics to match your profile against vacant positions.

Who might we share your personal data with?

We may disclose your personal data to the following parties for the purposes listed above:

- Our professional advisers, service providers, agents or contractors and Standard Chartered.
- Any person in connection with litigation or other legal proceedings, to obtain legal advice or for establishing, exercising or defending legal rights.
- Any person as allowed or required by law or regulation.
- Any court, tribunal, regulatory authority or government entity.

- Any criminal records bureau, credit bureau or credit reference agency.
- Third parties to provide references at your request or with your consent.
- Third parties to verify the accuracy of your personal data for background screening.

How long do we keep your personal data? ⌚

We keep your personal data as long as necessary for the purpose for which it is collected and to meet legal, regulatory, and operational requirements. We may also retain your contact information for the purposes of inviting you to join our talent network. If you join our talent network, you will receive information about Trust, invitations to events, or information about role opportunities.

How do we protect your personal data? 🛡️

The security of your personal data is important to us. We implement technical and organisational measures to protect your personal data.

How do you update your profile? 💻

If you create a profile on our website (or on Standard Chartered websites) or on our other recruitment channels, it is your responsibility to keep your profile updated. You can do this on the websites and recruitment channels.

What kinds of assessments do we do? 📄

We use a number of assessment methods, depending on the role you apply for. They may include aptitude tests or behavioural assessments. The assessments may determine your progression through the recruitment process.

What about background screening? 🕵️

If you are offered a role at Trust, we will verify the accuracy of the personal data you provide using third-party background screening partners. We will also require a criminal record search, where allowed by law. We may require you to consent to background checks. If you do not consent, we will not be able to continue the recruitment process and will withdraw our offer. We may also use the services of a credit reference agency to verify public information such as county court judgments, bankruptcies, decrees and administration orders. Where there are anomalies or discrepancies, our recruitment specialists will contact you and you may be required to supply additional personal data so that we can complete our verifications/checks. If you do not provide information we ask for, or provide misleading, false or inaccurate information, or withhold any material information, we reserve the right to stop the recruitment process, and will withdraw any offer.

What about personal data collected by third party websites? ⓘ

This notice does not apply to third-party websites that might collect, use or disclose your personal data, including websites where you might see recruitment advertisements for Trust. Trust does not operate or control those websites.

What if you want to access or correct your personal data? 🗨️

If you wish to access, correct or request deletion of your personal data, or if you have questions about this notice please email DataPrivacy@trustbank.sg.

What if you want to opt out? 🙅

We may also obtain your contact details from publicly available sources, including content that you have made public on social network sites for professional purposes to make initial contact with you for recruitment purposes. If we contact you in this way, you can tell us you want to opt out of receiving any further information about career opportunities with Trust. If you want to opt out, please email DataPrivacy@trustbank.sg.

Changes to this notice 📄

Change happens! 😊 So sometimes we might need to change this notice. If we do, you will see the updated version on our website.