



NCBA RECRUITMENT PRIVACY NOTICE

**HUMAN RESOURCES DEPARTMENT/ DATA MANAGEMENT
OFFICE**

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NCBA BANK KENYA PLC respects your privacy and is committed to protecting your personal data. This Privacy Notice sets out how we will handle any personal data we collect from you, that you provide to us or is otherwise made available to us when you apply or take part in our recruitment process. It also tells you about your privacy rights and how the law protects you.

This Privacy Notice applies to potential candidates for employment, or those who may take part in recruitment programs at NCBA.

THE DATA WE COLLECT

NCBA collects, stores and uses different types of personal data (including health data or data of a sensitive nature) in connection with your application to work with us and our recruitment activities. Recruitment activities are done prior to commencement of employment, including job application, shortlisting, interviewing, screening and background checks, medical checks, extension of employment offer and onboarding of successful candidates.

The data we collect is further outlined below:

- Identification data and contact details: Names, title, addresses/ residence, telephone numbers and email addresses (work and personal), identity card/ passport (nationality, date of birth, gender), marital status, names and contacts of next of kin, dependents, beneficiaries and emergency contacts;
- Special category of data such as disability status for the purpose of equal opportunity
- Employment history: CV, qualifications, certificates, skills, experience, trainings, development needs, previous remuneration and benefits such as pension or insurance cover;
- Screening documents: Certificate of good conduct, employment and personal referees, details on other Income;
- Bank account details, KRA PIN, NSSF and NHIF details;
- Health status during the medical checks;
- Correspondence you may have had with us during the recruitment process;
- Reports from interviews, evaluations, assessments and checks undertaken during recruitment.

HOW WE COLLECT YOUR PERSONAL DATA

We will collect and process data about you directly from you, at the point of application and provision of information to us, or from other sources such as:

- a. Recruitment agencies that we work with;
- b. Employee referrals;
- c. Third-party service providers e.g. background screening and reference check providers, assessment and test providers, IT and technology service providers, CCTV footage and facial recognition logs, insurance and pension providers, tax authorities;
- d. Your named references;
- e. Your public profile on career websites or professional social media platforms such as LinkedIn.
- f. Sources of technical work such as GitHub

HOW WE USE YOUR PERSONAL DATA

We will only collect and use your personal data where we have a lawful basis to do so. Most commonly, we will use your personal data:

- i. Where we need to undertake certain processes in order to enter an employment contract with you, or where we need to perform the obligations in the employment contract we have entered with you;
- ii. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Legitimate interest means the interest we have in obtaining the right candidate for the job, ensuring safety and security in the workplace, communicating with you throughout the recruitment process, and maintaining records for future hiring needs. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests; and/or
- iii. Where we need to comply with a legal obligation.

As such, we use your personal data for the following purposes as part of the recruitment process:

- a. Assessment of your suitability for the position you applied for or are considered for;
- b. Ensuring compliance with employment laws and regulations;
- c. Conducting necessary background screening and reference checks to verify identity, qualifications, experience and references;
- d. Assessment of eligibility for employee benefits including health insurance;
- e. Communication with you regarding interviews, assessments, and other relevant updates;
- f. Maintaining records of the recruitment process for legal and administrative purposes;
- g. Creating a talent pool for potential hires for future job openings.

CONSENT AS A LAWFUL BASIS FOR PROCESSING YOUR PERSONAL DATA

We will obtain your consent where we need to retain your personal data for future consideration if you are not selected for the role that under consideration. This means that we will place your name and details in a Talent Pool, to be considered for other roles that may become available and that you may be qualified for. We will also obtain your consent prior to sending you marketing and informational materials about NCBA, and job alerts or updates relating to your area of interest.

Your consent will be specific to the purpose and not tied to the core recruitment activities, and it will be completely voluntary. Giving or withholding your consent for these activities will not impact your employment status, benefits or opportunities. You have the right to withdraw your consent at any time by reaching out to the contacts provided at the end of this Notice.

SHARING YOUR PERSONAL DATA

We only share your personal data for the purposes of facilitating the recruitment process including the associated Human Resource activities, and administrative and support services. As such, we will not share your personal data with third parties unless:

- a. It is necessary for the recruitment process;
- b. It is for the purpose of background checks, including credit reference checks, or sharing with law enforcement agencies or relevant government authorities/regulators;
- c. It is required or authorized by applicable law;

- d. It is necessary for our service providers who are involved in the recruitment process or their employees, in which case we will have agreements in place with such service providers to ensure that your data is protected;
- e. We have reason to believe that it is necessary to protect the Bank;
- f. You have chosen to participate in certain events or relationships where third parties may collect your data, or to receive marketing information from other third parties;
- g. It is necessary for legitimate business purposes, including with the Bank's affiliates and subsidiaries which may be located outside the country.

TRANSFER OF YOUR PERSONAL DATA OUTSIDE KENYA

We use third-party service providers in our operations, including in our recruitment processes. Some of these third parties may be located or have their servers located outside Kenya. We may also need to share your data with our affiliates, some of whom are located in other countries, for legitimate business purposes. As such, we may need to transfer or store your data (including data of a sensitive nature) in another jurisdiction which may have differing data protection laws.

Before we transfer any of your personal data outside Kenya, we will ensure that it is lawful, and that there is an appropriate level of protection, including transferring to jurisdictions that have established data protection laws, and entering legally binding agreements with the third parties to ensure the confidentiality and integrity of your personal data.

HOW WE KEEP YOUR INFORMATION SECURE

We have put in place appropriate security measures to prevent your personal data from being lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

HOW LONG WE RETAIN YOUR DATA

In case you are successful at the end of the recruitment process, the personal data collected during the recruitment process will be entered in your personal file as part of the employee records. They will then be retained for the duration of your employment and thereafter as per NCBA's Retention Period for employment records.

Should you be unsuccessful at the end of the recruitment process, we will retain your personal data for a period of one (1) year. During this period, we may consider you for other opportunities that may differ from the role you applied for. The data may be retained for longer with your consent if you are identified to be considered for future potential roles.

In some circumstances, we will anonymize your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

YOUR RIGHTS IN RELATION TO YOUR DATA

You have the right to request a copy of the personal data we hold about you and to request that we rectify your existing data or delete any inaccurate data. You also have a right to request that we delete certain information, subject to legal exceptions.

You may request to withdraw your consent where you had previously given consent for your data to be used for a specific purpose, noting however that, this will not invalidate any processing already carried out on the basis of the previously-provided consent.

CHANGES TO THIS NOTICE

We may modify or amend this Notice from time to time. Where the changes will have a fundamental impact on the nature of the processing of your data or your rights, we shall notify you in advance.

HOW TO REACH US

In case you have any questions, concerns or complaints in relation to the contents of this Notice, or you would like to make a request in relation to your personal data, you can reach us through the below contacts.

NCBA Center, Mara Road, Upper Hill

P.O Box 44599-00100, Nairobi

Tel: +254 20 2884444

Email: contact@ncbagroup.com

NCBA Data Protection Office: DataProtection@ncbagroup.com

Notice developed: October 2023

RECRUITMENT PRIVACY NOTICE ACKNOWLEDGEMENT

(This acknowledgement may also be provided through electronic channels made available to you by NCBA)

I, the undersigned, confirm that I have read and understood the terms of the Recruitment Privacy Notice provided physically to me or accessed at via the Recruitment page.

I acknowledge that NCBA will collect, process and use my personal data in accordance with the applicable data protection laws and as described in the Recruitment Privacy Notice. I understand that I have certain rights, and I am aware of the channels I can use to submit my data requests, concerns, queries or complaints.

Candidate's Name: Mary Kinanu Njenga.....

Signature: 

Date: 26th March 2024.....