



CBN RECRUITMENT PRIVACY STATEMENT

Version 1 – 20 September 2023

1.0 Introduction

Canadian Bank Note Company, Limited (“CBN”) headquartered in Ontario, Canada is committed to respecting the privacy of its job applicants and protecting their personal information during the recruitment process. This Privacy Statement (“Privacy Statement”) describes the handling and protection of personal information obtained by CBN and its related companies in relation to their recruiting processes. It applies to personal information submitted directly by you as well as by third party agencies and recruiters on your behalf.

This Privacy Statement applies to CBN and its related companies which are collectively simply “CBN” in this statement. In the case of a conflict between this Privacy Statement and applicable law, applicable law will govern.

2.0 Collecting your information

2.1 Information we collect directly from you

In the course of the recruitment process, CBN may receive and hold your personal information, such as:

- I. contact information including your name, home address, email address or phone number;
- II. information contained in your resume or CV, and other documents related to the application or recruitment process such as a cover letter, references, transcripts, licensing information, certifications, videos, photographs and similar items;
- III. information about your visa status and authorization to work in the relevant jurisdiction;
- IV. contact information for your referee(s) (it is your responsibility to obtain your referee’s permission before providing their personal information to CBN);
- V. demographic information including your age and gender, and where applicable and in accordance with applicable law;
- VI. details relating to any criminal history, in accordance with applicable law;
- VII. information required for aptitude, personality or specific skill assessments;
- VIII. any other information you choose to provide to CBN in connection with your application;
- IX. Information we may collect from other sources;
- X. background check information from employment screening agencies, recruitment agencies or publicly available registers as allowed by applicable law. This may include address

history, work experience or employment history, social security number or other national identifier, date of birth and gender;

- XI. criminal and credit history, education, employment verification, and professional qualifications;
- XII. publicly available and membership-only available professional profiles on websites or social media (for example, LinkedIn, Facebook, Twitter/X), including photographs and videos; and
- XIII. training records from educational, licensing, and professional bodies.

3.0 Using your information

CBN may use your personal information for the following purposes during the recruitment process:

- I. considering your general and specific suitability for employment, including by assessing your aptitude and skill set;
- II. verifying the information you have provided, including by conducting screening (including background screening);
- III. arranging interviews;
- IV. where applicable, providing an offer of employment;
- V. contacting you with details of future roles which may be of interest to you;
- VI. fostering our diversity and inclusion practices and programs;
- VII. maintaining records relating to recruitment and hiring; and
- VIII. undertaking general statistical analysis and reporting, including candidate activity and demographic reports.

Should you become an employee of CBN, any personal information you submit through the recruiting process will be used in connection with your employment as set out in your contract of employment, internal policies and procedures and as permitted by applicable laws.

4.0 Sharing your information

CBN may share your personal information with carefully selected third parties who provide various services to CBN during the recruitment process. These services include:

- I. providing background checks, including credit check or criminal record verification services (to the extent that such checks are permitted under applicable law);
- II. recruitment and selection;
- III. professional, elective, and mandatory training;



- IV. IT services such as website management, data analysis and data backup; and
- V. security and storage services.

Where this occurs CBN takes reasonable and appropriate technical, administrative and physical steps to keep your personal information secure. If required by law, your personal information may also be disclosed to law enforcement, regulatory or other government agencies or third parties to comply with legal or regulatory obligations or requests. To the fullest extent permitted by applicable law, CBN disclaims all liability arising from the use of your personal information by third parties.

CBN is part of a global group of companies and, for recruitment purposes, may use resources and servers located in various countries around the world to access, store or process your personal information or the jurisdiction in which you reside.

5.0 Retaining your information

CBN will retain your personal information in accordance with its statutory obligations and internal policies and procedures.

If your application is successful, CBN will retain your personal information for as long as is required by law and necessary for employment administration purposes.

If your application is unsuccessful, CBN may retain your personal information for a reasonable period of time in respect of CBN's legitimate business purposes and potentially to contact you about future employment opportunities. We will generally delete your information two years after your last contact with us.

6.0 Your rights and responsibilities

You are responsible for ensuring that the personal information and information you submit is accurate and up to date, as any incorrect information may invalidate your application and, where applicable, any offer of employment. In addition, you may have certain rights (subject to applicable law) regarding your personal information, these include rights to:

- I. access your personal information; or
- II. correct errors in the information CBN holds about you.

6.1 Contact us

If you have questions or concerns regarding the way in which your personal information has been collected, stored, used or disclosed, please contact us at general.counsel@cbnco.com or please contact the person you have been in touch with regarding your employment.

6.2 Changes to this Privacy Statement

This Privacy Statement may be updated periodically to reflect changes in CBN's personal information practices or applicable laws.