

Handling of Job Applicant's Personal Information

We hereby confirm the purpose of the use of the personal information received from the job applicants through the hiring process. Also confirm that such information will not be used for the purposes other than described below.

1. Purpose of Using Personal Information

We may acquire/use personal information to allow for employment screening and administrative work incidental to hiring process.

2. Discretionary Provision of Personal Information

It is at applicants' discretion to provide us with their personal information. However, job applicant may not be able to be a candidate for employment screening, if he/she does not submit necessary personal information to us.

3. Personal Information Management

We will properly manage personal information provided to us and such personal information will not be returned to the applicants. Personal Information will be deleted, annulled or disposed at our responsibility.

4. Disclosure and Provision of Personal Information to Third Parties

We will not provide or disclose job applicants' personal information to any third parties without job applicants' consent.

5. Request of Disclosure/ Correction of Personal Information

For inquires relating to the disclosure, correction, addition, deletion, refusal of use or provision of personal information, please contact the following:

Human Resources / recruiting desk recruit-jp@ca-cib.com