

Recruitment Privacy Notice

Introduction

This recruitment privacy notice ("Privacy Notice") relates to the collection, storage, use and disclosure of your personal data by NMB Bank Plc (referred to in this Privacy Notice as NMB, we or us) throughout the recruitment process through our website www.nmbbank.co.tz/careers ("Careers Site"). NMB follows general principles in accordance with applicable privacy laws and, particularly, the Personal Data Protection Act (PDPA), 2022.

We take our data protection obligations seriously and it is important to us that you understand how we use your personal data. This Privacy Notice sets out in detail the purposes for which we process your personal data, who we share it with, what rights you have in relation to that data and everything else that we think it is important for you to know.

This Privacy Notice only applies to the personal data of job applicants and potential candidates for employment (referred to as you in this Privacy Notice). It does not apply to our contractors, clients, or other personal data that NMB collects for other purposes.

What personal data do we collect?

The information we collect will include your personal data, which means information that can be used to identify you, which may include but not be limited to your name, gender, marital status, 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 legal right to work, employment history; and any other information about you that you disclose to us during the application process.

How do we collect personal data?

We collect your personal data when you submit a job application to us via Careers Site. 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 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.

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 NMB.

If you give us information about other individuals - for example, referees, 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). Your Personal data will be held and processed in our HR systems. If your application for employment with NMB is successful, your Personal data, including all application and assessment documents collected during the application process will form part of your employee record with us.

How do we use your personal data?

The information we collect, and process will be used in the following ways.

- to consider and process any application that you make for any particular job with NMB including to identify and contact you.
- to determine whether you have the professional skills, expertise and experience for the position applied for;
- if you are offered a position with NMB, to verify the personal data provided including your identity, address, legal 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 assist in the administration of NMB's recruitment programme, recruitment planning, and compliance with related internal policies.

If successful in the employment process any information provided through the recruitment process may form the basis of your initial personnel records with NMB.

Where will we process your information?

Your information will be processed in Tanzania or where our third-party service providers operate. We will only process and transfer personal data to countries that we are satisfied with will provide adequate data protection, and we ensure our third-party service providers comply with the minimum data protection standards of NMB.

How do we share your personal data?

We have described the purposes for which we may use your information. We are permitted to process your information in this way, in compliance with applicable data protection legislation, by relying on one or more of the following lawful grounds:

- you have explicitly agreed to us processing your information for a specific reason;
- 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. contract of employment);
- the processing is necessary for compliance with a legal obligation we have; or
- the processing is necessary to protect or pursue the legitimate interest of the applicant, the bank or a third party.

We take extra care when we transfer or share data and will enter suitable contracts with the trusted parties with whom we share your data, thus ensuring your rights under relevant data protection legislation are upheld.

How long do we keep your personal data?

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. Where the law permits and taking into consideration our business requirements, we only hold personal data for as long as necessary for the purposes that it was obtained.

Thereafter, all such personal data will cease to be processed and may be deleted, archived, or anonymized. In certain instances, personal data may be kept for statistical purposes to enable the management of the organization. In such case, we will put in place appropriate safeguards to protect the record from being used for other purposes.

How do we keep your personal data secure?

The security of your information is crucial to us, and we take reasonable steps to keep personal data of job applicants safe and to prevent loss, destruction of and damage or unlawful access to personal data by unauthorized parties.

We take appropriate and reasonable technical and organizational steps to protect your personal data in line with information security policy and

industry best practices. NMB's security measures include physical, technological, and procedural safeguards. This includes the following:

- Keeping systems secure (such as monitoring access and usage).
- Storing records securely.
- Controlling the access to our premises.
- Systems and/or records.
- Safely destroying or deleting records

We require the same level of security to be implemented by our service providers and other third parties.

Your rights in relation to your personal data

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 follow few steps as highlighted in FAQs section available in our Career Site or you may contact us through hrsupportteam@nmbbank.co.tz.

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 us through email address hrsupportteam@nmbbank.co.tz.

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.

Complaints

If you have any complaints about the way we use your personal data, please feel free to contact our Data Protection Officer through DPO@nmbbank.co.tz. We will do our best to handle your complaint quickly and efficiently. If you are not satisfied with the outcome of your complaint, you have the right to submit the complaint to the Personal Data Protection Commission as guided by the Personal Data Protection (Complaints Settlement Procedures) Regulations, 2023.

NMB Bank Plc.

Ohio Street/Ali Hassan Mwinyi Road
P.O. Box 9213
Dar es Salaam, Tanzania
Tel: [+255 22 232 2000](tel:+255222322000)