



RECRUITMENT PRIVACY NOTICE

1. General

This recruitment privacy notice ("**Privacy Notice**") is provided by Mizuho Bank, Ltd., London Branch, Mizuho International plc and Mizuho EMEA Corporate Services Limited (together "**Mizuho**", "**we**", "**us**", "**our**").

This Privacy Notice relates to the collection, storage, use and disclosure of your personal data by Mizuho throughout the application and recruitment process including through the careers pages of our website www.mizuhogroup.com/emea/careers (the "**Careers Site**").

This Privacy Notice explains what personal data Mizuho collects from you and sets out your rights and who you can contact for more information. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

This Privacy Notice only applies to the personal data of job applicants, and potential candidates for employment. It does not apply to our employees, contractors or clients, or other personal data that Mizuho collects for other purposes.

This Privacy Notice is supplemental to the general Terms & Conditions and Website Privacy, Security & Cookies statement of the Mizuho website www.mizuhogroup.com/emea (the "**Site**") which are available [here](#) (the "**Terms & Conditions**"). You should read the Terms & Conditions as they contain important terms applying to your use of the Site, in particular how we may bar your access to the Site and/or the Careers Site.

We may at our sole discretion change or add additional terms to the general Terms & Conditions, Website Privacy, Security & Cookies statement or this Privacy Notice. If we make any substantial changes in the way we use your personally identifiable information, we will notify you by posting a prominent announcement on the Careers Site and/or the Site as applicable.

Mizuho is a controller of your personal data for recruitment purposes, which means we decide how to process your personal data and have certain responsibilities in relation to your personal data.

In this Privacy Notice, the following definitions apply:

"Applicable Regulations" means:

- (a) FCA Rules or any other rules of a relevant regulatory authority;
- (b) the Rules of a relevant Market; and
- (c) all other applicable laws, rules and regulations as in force from time to time;

"Affiliate" means an undertaking in the same group as us;

"Data Protection Legislation" means (i) the Data Protection Act 2018 and (ii) the EU General Data Protection Regulation 2016/679 as it forms part of the domestic law of the United Kingdom by virtue of the European Union (Withdrawal) Act 2018 as the same may be amended from time to time, together with any other Applicable Regulations relating to privacy or data protection and where we use the terms

“personal data,” “data subject”, “controller”, “processor” and “process” (and its derivatives), such terms shall have the meanings given to them in the Data Protection Legislation.

“**FCA**” means the Financial Conduct Authority;

“**FCA Handbook**” means the FCA’s Handbook of rules and guidance;

“**FCA Rules**” means any applicable rules as published in the FCA Handbook;

“**Market**” means any regulated market, multilateral trading facility or organised trading facility (as such terms are defined in the FCA Rules);

“**Rules**” means articles, rules, regulations, procedures and customs of a Market, as in force from time to time.

Please contact us at datacontroller@uk.mizuho-sc.com or by writing to the Mizuho Data Protection Lead at 30 Old Bailey, London EC4M 7AU if you have any questions or wish to exercise any of your rights (see sub-section **6. Your rights in relation to your information** below).

2. Using your information

Information we collect about you.

The information that we collect about you will include your personal data, which means information that can be used to identify you, which may include but not be limited to your contact information, such as your home address and contact details (including your mobile telephone number), your date of birth, information contained in your resume/CV and cover letter such as employment history, educational background, professional qualifications, references, your right to work, visa status, employment status, and any other information about you that you disclose to us during the application process.

The personal data that we collect about you may also include special categories of personal data, such as information about your racial or ethnic origin, criminal or alleged criminal offences, religious beliefs, gender, sexual orientation, or your health and lifestyle where applicable to the recruitment process including where necessary to accommodate any disability needs. We will usually seek separate permission from you in writing to process these special categories of personal data

If you fail to provide us with this information, or you object to us processing such information (see section **6. Your rights in relation to your information** below for more information about your rights in relation to your information), the consequences are that we may be prevented from progressing your application.

Where this information is requested as part of our recruitment strategy to ensure equal opportunities and promote a diverse workforce, you are not obligated to provide this information. To the extent that the application forms request this information, you can select “prefer not to say” and it will not affect your application.

How we collect information about you

Information you give to us. We collect personal data that you provide to us when you submit a job application to us and/or create a profile through the Careers Site or if you choose to submit a job application or CV to us in any other way.

Information given to us by third parties. 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, Facebook 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 obtain your contact details from publicly available sources, including content that you have made public on 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 Mizuho and you can subsequently opt out at any time by contacting recruitment@mizuhoemea.com.

Your personal data may be provided to Mizuho by recruitment agencies with whom you have registered an interest in working for Mizuho.

Each time you use our website, we will automatically collect certain personal data, for e.g. related to your device such as your IP address used to connect your device to the Internet. We may automatically collect certain types of personal data by using cookies, server logs and other similar technologies. Please see "cookies" section of the Site which is available [here](#) for more information.

Our use of your information

Mizuho may use the information and opinions collected through the recruitment process (including but not limited to setting up and conducting interviews and tests and evaluating and assessing the results) in physical and electronic form including through your use of the Careers Site for the following purposes:

- (a) to consider and process any application that you make for any particular job with Mizuho including to identify and contact you;
- (b) to determine whether you have the professional skills, expertise and experience for the position applied for;
- (c) if you are offered a position with Mizuho, 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;
- (d) to assist in the administration of Mizuho's recruitment programme, recruitment campaign planning, and compliance with related internal policies;
- (e) to provide you with information about other job vacancies if you would like Mizuho to send you such notifications; and
- (f) for statistical purposes.

If successful in the employment process any information provided through the recruitment process including via the Careers Site may form the basis of your personnel record with Mizuho and may be used for the purposes of administering your employment, benefits and training with the firm, ensuring your health and safety and to fulfil the firm's responsibilities as an employer. You will receive further information about such processing as applicable.

Lawful grounds for using your information

We have described the purposes for which we use information about you above. We are permitted to process your personal data in the ways we have described in compliance with the Data Protection Legislation by relying on one or more of the following lawful grounds:

- (a) you have explicitly agreed to us processing your information for a specific reason or purpose;
- (b) 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. a contract of employment);
- (c) the processing is necessary for compliance with a legal obligation that we have;
- (d) the processing is necessary for the purposes of a legitimate interest pursued by us, which might be (i) to recruit qualified and suitable candidates, (ii) to protect our business interests, or (iii) to evaluate, develop or improve our services.

In relation to any processing of special categories of personal data, we will generally rely on obtaining specific consent in order to process such information, although it may be necessary for us to use certain information for monitoring equality of opportunity or treatment of candidates in a recruitment process, or in order to comply with our legal obligations as a regulated entity (such as in relation to an alleged offence).

Where you have consented to our processing of such information (including special categories of personal data), you may withdraw such consent at any time by contacting us using the contact details above. Please note, however, that in certain circumstances it may be still lawful for us to continue processing this information even where consent has been withdrawn, if one of the other legal bases described above is applicable.

Automated Decision-Making or Profiling

As part of our recruitment process we may use partly automated decision-making to make decisions about our candidate selection through the use of disqualifying questions within our application portal on the Careers Site. In some cases this is used as a filtering feature and disqualifying questions will be based on essential requirements for a role.

If you want to know more about your rights in relation to automated decision making, please contact us using the contact details for the Data Protection Lead, found above.

3. Information sharing and protecting your information

How we protect your information

We maintain appropriate physical, organisational and technical measures so as to prevent any loss, misuse, unauthorised access, disclosure or modification of your personal data.

Please note, however, that the transmission of information via the Internet is not completely secure and we cannot guarantee the safety of your personal data transmitted to us or provided through the Careers Site.

Sharing your information with others

In order to consider any application that you make to Mizuho including via the Careers Site, we may share any information about you that you provide to us with other members of the Mizuho Financial

Group or to our support service or data providers, wherever located. If you have provided information to other members of the Mizuho Financial Group, those entities may also share that information with us. We will ensure that, if we share any such information with third parties, any such disclosure is at all times in compliance with Data Protection Legislation. The recipients we may share your information with are:

- (a) service providers involved in the recruitment process such as companies involved in carrying out background checks or recruitment agencies;
- (b) service providers assisting us with the hosting of the Careers Site
- (c) law enforcement agencies, other governmental agencies or third parties if we are required by law to do so; and
- (d) other business entities should we plan to merge with or be acquired by that business entity, or if we undergo a re-organisation with that entity.

Sharing third party information with us

If any information you provide to us relates to any third party (such as referees or you are providing information about applicants to us in your capacity as a recruitment agency), by providing us with such information you or they confirm that you or they have obtained any necessary permissions from such persons to the reasonable use of their information in accordance with this Privacy Notice, or are otherwise permitted to give us this information on their behalf.

If you are a recruitment agency you should, in particular, make sure that all of the information in this Privacy Notice is communicated to the applicant.

4. International Transfers

Information about you in our possession may be transferred to countries outside the UK and/or the European Economic Area (“EEA”) for any of the purposes described in this Privacy Notice, including our transmission of such information to our Affiliates and agents outside the UK and/or EEA. You should be aware that these countries may have differing (and potentially less stringent) laws than those within the UK and/or the EEA relating to the degree of protection afforded to the information it holds and that such information can become subject to the laws and disclosure requirements of such countries, including disclosure to governmental bodies, regulatory agencies and private persons, as a result of applicable governmental or regulatory inquiry, court order or other similar process. In addition, a number of countries have agreements with other countries providing for exchange of information for law enforcement, tax and other purposes. When we, or our permitted third parties, transfer information outside the UK and/or the EEA, we or they will impose contractual obligations on the recipients of that information to protect such information to the standard required in the UK and/or the EEA, as may be necessary. We or they may require the recipient to subscribe to international frameworks intended to enable secure data sharing. In the case of transfers by us, we may also transfer your information where:

- (a) the transfer is to a country deemed to provide adequate protection of your information by the UK Government and/or the European Commission (as applicable); or
- (b) you have consented to the transfer.

If we transfer your information outside the UK or the EEA in other circumstances (for example because we have to provide such information by law), we will put in place appropriate safeguards to ensure that your information remains adequately protected.

If you would like more details about the safeguards we rely on, please contact us using the Data Protection Lead contact details set out above.

Except as indicated above, your details will be accessible only by our authorised personnel and will not be disclosed to any third party. The information we hold is not traded with any external bodies or organisations and is not used for marketing purposes.

5. Job vacancy updates

If you have registered to receive job vacancy updates by email, we will send you such updates in the frequency you have selected. If you no longer wish to receive these, you can request that we amend your preferences by contacting recruitment@mizuhoemea.com.

6. Your rights in relation to your information

General rights

You have a number of rights concerning the way that we use your information. At any time, subject to applicable exemptions and exclusions, you have the right:

- (a) to be informed about the processing of your personal data (i.e. for what purposes, what types, to what recipients it is disclosed, storage periods, any third party sources from which it was obtained, confirmation of whether we undertake automated decision-making, including profiling, and the logic, significance and envisaged consequences);
- (b) to restrict processing of your personal data;
- (c) to request access to, or a copy of, any personal data we hold about you;
- (d) to request the rectification of your personal data, if you consider that it is inaccurate or incomplete;
- (e) to request the erasure of your personal data, if you consider that we do not have the right to hold it;
- (f) to object to your personal data being processed for a particular purpose or to request that we stop using your information; and
- (g) to request not to be subject to a decision based on automated processing and to have safeguards put in place if you are being profiled based on your personal data;
- (h) to ask us to transfer a copy of your personal data to your or to another service provider or third party where technically feasible and otherwise required by Data Protection Legislation or other Applicable Regulations;
- (i) to withdraw, at any time, any consent that you have previously given to us for our use of your personal data;
- (j) to ask us to stop or start sending you marketing messages at any time; or
- (k) to complain to us in relation to how Mizuho is using the personal data or if you consider there has been an infringement of Data Protection Legislation by contacting the Data Protection Lead via the contact details set out above.

Please note that some of these rights may not always apply, as there are sometimes requirements and exemptions which may mean we need to keep processing the personal data or not disclose it, or other times when the rights may not apply at all. We will always tell you if we think we do not have to comply.

You also have the right to complain to the regulator about Mizuho's information rights procedures. In the UK, the relevant regulator is the Information Commissioners Office, "ICO" and their contact details are available here: <https://ico.org.uk/make-a-complaint/>.

Access to your information

You may have a right of access to some, or all, of the information we hold about you, or to have any inaccurate information corrected, under Data Protection Legislation. Any request for access to or a copy

of your personal data must be in writing and we will respond within a reasonable period and in any event within one month in compliance with Data Protection Legislation. We will comply with our legal obligations as regards any individual's rights as a data subject.

We aim to ensure that the information that we hold about you is accurate at all times. To assist us in ensuring that such information is up to date, please let us know if your personal details change by contacting us using the contact details above. We will correct any incorrect or incomplete information and will stop processing personal data, or erase it, where there is no legal reason for us to continue to hold or use that information.

7. Retaining your information

We will only keep the information that we collect about you on our systems or with third parties for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject. This will involve us regularly reviewing our files to check that information is accurate and up-to-date and still required.

Personal data collected during the course of a recruitment process will be deleted after 6 months of application inactivity. If you are hired, your data will be retained as part of your employee record.

This version of the Privacy Notice is dated 26 March 2025