

1. **Origin of Personal Data & Sensitive Personal Data:**
SICO collects the Job Candidate's personal data directly from the Job Candidate during the recruitment process, and/or indirectly from employee referrals, previous employers, Internet or public records and social media sites, and information obtained from criminal records checks.
2. **Categories of Personal Data and Sensitive Personal Data:**
SICO may process the Job Candidates' following personal data but not limited to:
 - a. Identity data: National ID data, passport, CPR number
 - b. Contact details: Phone, mobile, email, residential address, employer address, correspondence address
 - c. Employment and education history
 - d. Career data: CV, application letter, date of application
 - e. Personal detailed information: Full name, date of birth, place of birth, gender, age, and nationality.
 SICO processes Job Candidates' sensitive personal data such as religion, criminal records, and health details (including medical conditions).
3. **Purposes for Data Collection and Lawful Basis for Processing:**
SICO only processes the Job Candidate personal data including sensitive personal data based on one or more of following lawful basis under Bahrain PDPL:

Purpose	Lawful Basis	Legitimate Interests
To implement physical and monitoring security measures at our building and premises through CCTV cameras for the safety and security of individuals and assets and access management.	➤ Legitimate Interests ➤ Data Subject Consent	Keep our premises secure.
To- do due diligence and pre-employment activities including social media search, reference checks and interviews.	➤ Legitimate Interests ➤ Data Subject Consent	Ensure hiring the right person.
To store CVs and your contact details in SICO records for job vacancies.	➤ Legitimate Interest ➤ Data Subject Consent	Refer to CVs for current and future vacancies.
To apply online backups, system support and maintenance activities.	➤ Legal Obligation ➤ Legitimate Interest	Ensure availability of data in event of disruption.
To provide your information to auditors during and after your contract to verify compliance with Bahrain Laws.	➤ Legal Obligations	N/A
To store your contact details electronically in our records	➤ Legitimate Interests ➤ Data Subject Consent	For future references.
To comply with SICO internal policies and procedures	➤ Contractual Obligations ➤ Legitimate Interests	For internal business operations requirements.

4. **Categories of Recipients of your Data:**
Your personal data including sensitive personal data will be processed by SICO HR Team and may be shared with third parties including cloud providers for email communication and online and Disaster Recovery storage, and where we have one of the above-mentioned legitimate interests in doing so.
5. **Your rights under Bahrain Personal Data Protection Law (PDPL) (Act No. 30 of 2018):**
You have the rights to submit your request free of charge to SICO:
 - a. To be notified about the complete data concerning you and request its rectification.
 - b. Remove, block, or restrict your personal data.
 - c. Object if your personal data is being used for direct marketing
 - d. Object if processing may result in defamation or discrimination causing possible financial or moral damage.
 - e. Object if your personal data is being used for decisions based on automated data processing and request that the processing be solely automated
 - f. Withdraw your consent to the processing of your personal data in cases where you have provided your consent for the processing and, as such, your consent is the lawful basis that SICO is relying on for processing.
 - g. SICO shall process such request free of any charges within a period of 10 working days, otherwise as stipulated by the law.
 - h. A consent once given by the Job Candidate can be withdrawn at any time for any future actions.

- i. You have the right to lodge a complaint to Bahrain Personal Data Protection Authority (Bahrain PDPA) regarding any violation of Bahrain PDPL and its implementing Orders.
6. Decisions based on automated processing:
SICO will not take decisions based on automated processing of Job Candidate's personal data and will inform the Job Candidate in writing in case this condition is changed.
7. Security of your Personal Data
Job Candidate's personal data and sensitive personal data is protected under Bahrain PDPL and SICO ensures implementing selective security measures for protecting your privacy. SICO shall implement technical and organisational security measures to keep your personal data secured and protected including when cross border transfer and storage.
8. Retention Period of your Personal Data
The personal data collected by SICO is retained for as long as necessary to fulfil the purpose for which it was collected and historical archiving for recruitment for current and future job vacancies.
9. Contact details:
If you have any questions or would like to obtain more details about how we use your personal data, you may contact SICO at dataprotection@sicobank.com or SICO BSC(C), Isa AlKabeer Avenue 365 Bahrain World Trade Center East Tower, 16th Floor, Manama
10. Update on Privacy Policy
SICO has the right to review and update the privacy policy. In case of any changes, we will inform you of any substantial change in how we process your personal data.

Please note: You have the right to withdraw your consent at any time by contacting our DPG.