



## CIBC Candidate Privacy Notice (Australia)

May 2026

Canadian Imperial Bank of Commerce ("CIBC") is dedicated to protecting your personal information<sup>1</sup>. The CIBC Candidate Privacy Notice ("Privacy Notice") outlines how we collect, use and share your personal information throughout the recruitment, selection, and hiring process including via recruiters and online platforms. This Privacy Notice is applicable to individuals applying for employment with CIBC in the Sydney branch, in Australia.

We collect, use and share your personal information strictly in accordance with this Privacy Notice unless otherwise required or permitted by applicable law. We are committed to ensuring that the personal information we collect is accurate, complete, and up-to-date as necessary.

### Personal information we collect about you and how

Depending on the role and recruitment stage, CIBC may collect:

- **Identification and contact details:** name, email, phone, address.
- **Recruitment information:** CV/resume, employment and education history, qualifications, professional memberships, right-to-work status, references, interview notes, assessment results.
- **Background screening information (where relevant/allowed):** criminal history checks, working-with-children/regulated-role checks, sanctions/fit-and-proper checks.
- **Sensitive information (only where relevant and permitted):** health or disability information to support reasonable adjustments, diversity data (if you choose to provide it).
- **Technical information:** IP address, device identifiers and logs if you use our recruitment portal.

CIBC collects information from and of the following sources and means, as applicable to individual circumstances:

- you (applications, interviews, forms);
- referees you nominate;
- recruiters and job platforms (you might have used);
- background check providers (where you have been notified and/or consented as required);
- publicly available professional sources (e.g., LinkedIn), where appropriate.

### Why we collect, use and disclose your personal information

CIBC uses your information to:

- assess your suitability for roles;
- communicate with you about your application;
- verify your information and conduct checks (where relevant);
- make hiring decisions and prepare an offer (if successful);
- meet legal and regulatory obligations (e.g., work rights, record-keeping);

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<sup>1</sup> In this Privacy Notice, "personal information" or "information" means any information about an identifiable individual.

- protect our business (fraud prevention, security, defending legal claims);
- improve our recruitment processes.

CIBC may disclose your information to:

- group companies and hiring managers involved in recruitment;
- recruiters engaged by us;
- service providers (HR systems, assessment tools, background check providers, IT support);
- professional advisers (legal/audit) and regulators/law enforcement where required.

## **How we protect your personal information**

At CIBC, we take the protection of your personal information seriously. We make reasonable efforts to prevent unauthorized use, sharing, lost and theft of information. We regularly audit our security measures and assess that they remain effective and appropriate. Team members who have access to your information are aware of the importance of keeping it confidential. Information may be shared with or accessed by our service providers so that they can perform services on our behalf. We are careful when selecting our service providers and require them to have privacy and security standards that meet CIBC's requirements. We use contracts and other measures with our service providers to maintain the privacy of your information and to prevent it from being used for any other purpose other than that for which it was intended.

CIBC, service providers and other third parties, with whom we share information under this Privacy Notice, may perform activities outside of Australia. Where we disclose personal information overseas, we take steps to ensure it is handled in a way consistent with Australian privacy requirements, including contractual and security measures.

## **Your rights and choices**

It is important that the personal information CIBC holds about you is accurate, complete and as up to date as necessary. Please keep us informed if your information changes during the application and recruitment process with CIBC.

- Access your personal information subject to any information that may or must be withheld or redacted in accordance with applicable law. Access may be in the form of listen only, view only, or receiving a copy. If you have a sensory disability, you may request your information in an alternative format.
- Correct and/or update your personal information.
- If you wish to update, correct, or request access to your personal information, please contact [mailbox.DPO@cibc.com](mailto:mailbox.DPO@cibc.com). If you are not satisfied with our response, you may submit a complaint to the [Office of the Australian Information Commissioner \(OAIC\)](#).

## **Retention**

We retain applicant information only as long as needed for recruitment and related purposes, unless a longer period is required or permitted by law (e.g., to manage complaints or legal claims).

## **Changes to this Privacy Notice**

We reserve the right to modify or amend this Privacy Notice at our discretion. We will post the revised version of this Privacy Notice on our CIBC Careers website or use other methods as appropriate. The amended Privacy Notice will apply to you and your information as of the revision date on the document.