



CIBC Candidate Privacy Statement (India)

April 2026

CIBC India Private Limited ("CIBC India") is dedicated to protecting your personal data. CIBC India is a wholly-owned subsidiary of the Canadian Imperial Bank of Commerce ("CIBC").

This Candidate Privacy Statement ("Privacy Statement") outlines how we collect, use and share your personal data throughout the recruitment, selection, and hiring process. This Privacy Statement is applicable to individuals applying for employment with CIBC India. Under this Privacy Statement, "candidate" means any individual who applies for the job vacancies with CIBC India directly or through third party channels. Once employed by CIBC India, individuals are subject to the Employee Privacy Notice (India).

We collect, use and share your personal data strictly in accordance with this Privacy Statement unless otherwise required or permitted by India's Digital Personal Data Protection Act and Digital Personal Data Protection Rules. We are committed to ensuring the personal data we collect is accurate, complete, and up-to-date as necessary.

Please read to ensure your understanding of this Privacy Statement. CIBC India will collect and process personal data as outlined within.

Understanding the Collection and Use of Your Personal Data in the Recruitment Process

By submitting your job application, uploading supporting documents (e.g. resume, CV), participating in assessments or interviews, or otherwise providing your personal data as part of the recruitment process, you understand:

1. The collection, use, processing and storage of your personal data for the purposes described in this Privacy Statement.
2. Our engagement of third party service providers to manage recruitment activities and conduct pre-employment screening.
3. The transfer of your personal data outside India, as required for recruitment administration, data hosting, and background screening.
4. The retention of your personal data for the duration and purposes stated in this Privacy Statement.
5. That in accordance with relevant laws and regulations, we do not need consent to collect, use, share, transfer, or publicly disclose your personal data under the following circumstances:
 - Where it is necessary for the performance of statutory duties or statutory obligations;
 - Where it is necessary for the response to a public health emergency or for the protection of the life, health and property safety of a natural person in an emergency;
 - Where activities such as news reporting and supervision by public opinions are carried out for the public interest, and the processing of personal data is within a reasonable scope.

6. Your personal data will only be processed as per lawful basis of processing, as mandated by applicable laws.
7. Where CIBC India engages third party service providers to support our recruitment process, those providers may maintain their own data protection policies, which will also apply to you. This is in addition to, and does not limit CIBC India's handling of your personal data under this Privacy Statement.

What Personal Data We Collect About You and How

Personal data means any data about an individual who is identifiable by or in relation to such data.

The majority of the personal data CIBC India collects about you is provided directly by you, during various stages of the recruitment process. Additional information may be obtained from third parties with whom you have consented to share information with CIBC India to further validate your candidacy, including recruitment agencies, background check providers, assessment service providers, and credit reporting agencies.

CIBC India may collect the following categories of personal data, including but not limited to:

- a) **Identifiers:** Your name, contact information and government-issued identification.
- b) **Demographic information:** Voluntarily provided on an optional basis.
- c) **Recruitment-related information:** This includes your resume, employment history, education, professional qualifications, background checks (e.g., criminal record checks), correspondence with CIBC or its recruiters regarding your application, and any details shared during interviews.

Why We Collect, Use And Disclose Your Personal Data

CIBC India collects, uses and discloses your personal data for legitimate business purposes, including:

- Managing and administering your candidacy through the recruitment process.
- Communicating with you throughout the job application process, as well as any future opportunities that you may be qualified for.
- Processing and managing accommodation requests you submit.
- Assessing your suitability for a job position with CIBC India.
- Conducting background checks .
- Complying with our legal obligations.
- As otherwise permitted or required by law.

Additionally, as part of our hiring process, we may use technology, such as automated tools or software, to assist in screening, assessing and reviewing applications. These tools help us efficiently match candidates to job requirements based on the information provided in their applications. Interviews may be recorded to facilitate sharing with hiring managers, especially when conducted by third-party service providers, and certain assessments or activities may be monitored or proctored to ensure the integrity of the evaluation process. By leveraging these technologies, we aim to ensure a fair and consistent screening process whereby the ultimate hiring decision is made by the hiring manager.

Sharing of Your Personal Data

We may share your personal data with:

- Third-party recruitment service providers: To help manage applications, candidate communication and applicant tracking systems

- Third party background screening partners: To conduct pre-employment checks or those engaged to provide information as part of these checks
- Internal personnel: Authorized HR employees, hiring managers and internal teams involved in recruitment
- Legal or regulatory authorities: Where required under law, regulation or court order

All third parties are contractually bound to comply with applicable data protection obligations and may process personal data only as instructed or permitted by law.

Cross-Border Transfers of Personal Data

Your personal data may be transferred outside India, including to countries where:

- CIBC and its subsidiaries operate,
- Our cloud hosting providers are located, and
- Our recruitment or background screening partners process data

How We Protect Your Personal Data

At CIBC India, we take the protection of your personal data seriously. We make reasonable efforts to prevent unauthorized use, sharing, loss and theft of information. We regularly audit our security measures and assess that they remain effective and appropriate. Employees 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 them from being used for any other purpose other than that for which it was intended.

Retention of Your Personal Data

CIBC India will only retain your personal data only as long as necessary for recruitment activities or to comply with legal obligations. We may de-identify or anonymize your information in accordance with applicable law, for example by removing identifiable information such as your name, address, date of birth. This information may be aggregated with other information and used for internal business purposes such as analytics and reporting.

Your Rights And Options

It is important that the personal data CIBC India 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 India. You have the general right to:

- Access your personal data subject to any information that may or must be withheld or redacted in accordance with applicable law.
- Correct and/or update your personal data.
- You have the right to withdraw your application and to request erasure of such personal data. If you have withdrawn your application before fulfilment of the purpose, CIBC India will erase your personal data processed, unless retention is necessary for compliance with applicable laws.

To avail of these rights, please contact mailbox.careers-carrieres@cibc.com. Any such request must be provided to us in writing, may be subject to identity verification and will be addressed within a period of 1 month, unless otherwise communicated.

Changes To This Privacy Statement

We reserve the right to modify or amend this Privacy Statement at our discretion. The amended Privacy Statement will be made available to you and will apply to you and your information as of the revision date on the document.

Privacy Questions Or Concerns

If you have any questions or concerns about the privacy of your personal data, please contact us at mailbox.careers-carrieres@cibc.com.

The CIBC logo is a trademark of CIBC.