

## Self Certification Letter

I \_\_\_\_\_ (full legal name as shown on passport/ identification document) hereby confirm and declare in connection with my application for the position of \_\_\_\_\_ with \_\_\_\_\_ [ include Standard Chartered Global Business Services Pvt Ltd Branch details ] or any member of the Standard Chartered Global Business Services Pvt Ltd (the Group we or us) that:

- i. The information which I have provided to Group in my CV and in any forms and online submissions, is true and accurate.
- ii. The statements and declarations I have made in relation to my identity, address, employment history and qualifications are true and accurate.
- iii. I do not have any previous criminal convictions for fraud, any form of financial wrongdoing or misdemeanour or any other offence. Non-imprisonable road traffic offences are not considered for this purpose.
- iv. I am not subject to any current criminal proceedings.
- v. I have not been adjudicated bankrupt and I do not have any financial judgments against me in the civil courts for unpaid debts.
- vi. I am not aware of any proceedings that have begun, or anybody's intention to begin proceedings, against me for a judgment debt or which may result in a judgment debt.
- vii. I have the legal right to reside and work in \_\_\_\_\_ [ include country of employment ].
- viii. Please state any names, other than your legal name shown above, that you are commonly known by. If none, please write None.

| Name(s) commonly known by: |
|----------------------------|
|                            |
|                            |

- ix. Please state your previous legal names, other than your name shown above, during the preceding five (5) years. If none, please write None.

| Previous legal name(s) during the preceding five (5) years |
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Please note that you may be required to provide supporting documentation in connection with any of the above declarations, if so requested.

**Signature # 2**

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**Name in Block Letters**

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**Date (dd/mm/yy)**

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**x. Declaration: Politically Exposed Persons**

A **PEP** is an individual who has been entrusted with a prominent public function. Examples might include Heads of State or Government; senior politicians and government officials, both elected and appointed (including senior civil servants and diplomats); members of national/federal or state/province legislatures; senior judicial or military officials; important political party officials; and senior executives/directors of state owned corporations, including central banks.

Includes close associates or immediate family members of a PEP:

A **close associate** might include an individual who has joint control of a legal arrangement or any other close business relations, with a person who is a Politically Exposed Person.

An **immediate family member** is a spouse; a partner; a parent; a child and their spouse or partner and parents.

Are you a politically exposed person, (someone who has been entrusted with any prominent public function), or do you have any immediate family members or close associates who hold any prominent public function?

Yes      No

If you have answered "Yes" to the above question, please provide the relevant details and/or attach any relevant documents.

**xi. Declaration: Client Connections**

A Client Connection is a strong, obvious and direct personal connection by the individual (excluding distant, removed, or potential connection) to an existing client who is an immediate family member of the candidate being hired, or, existing employee, including Non Employed Worker (NEW), and where the family member is in a position to confer benefits upon the Bank.

This definition also includes where the existing client is a corporation and the individual being hired has immediate family members in the corporation and is in a position to confer benefits to the Group.

**Case example 1:** The father of the candidate is a Private Banking client of the Group and the son has applied for a relationship management role in Private Bank in the same country as his father's account is conducted. The candidate (son) would be expected to self declare the Client Connection that his father is a Private Bank client.

**Case example 2:** The father of the candidate is Chief Financial Officer of a major corporation and that corporation is a corporate client of the Bank. In such a case the candidate may legitimately have no knowledge of that banking relationship as the information is confidential and the father may not have divulged it. Clearly if the individual was hired and their role was subsequently client facing to the same corporation or involved in dealings with that client, or had knowledge of the relationship, it would be reasonable to expect them to declare the client connection. However, if they were not client facing to that corporation and had no knowledge of that client in the Group's portfolio in their role, then it might not be reasonable to expect them to declare an Outside Business Interest (OBI). In each case the facts would need to be considered in the investigation.

To the best of your knowledge, do you have any immediate family members who have a significant business relationship with Group or who are employed by any of its regulators?

Yes      No

If you have answered "Yes" to any of the above question, please provide the relevant details and/or attach any relevant documents.

I understand that if any of the above statements prove to be false, inaccurate or incomplete, Group may take all appropriate disciplinary measures in its discretion and may terminate my employment summarily without any notice or any payment in lieu of notice in accordance with applicable laws and regulations and that such action by the Group will be made without any further compensation or legal liability towards me.

**Signature # 3**

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**Name in Block Letters**

:

**Date (dd/mm/yy)**

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### Close Personal Relationship (CPR) Declaration

Do you have relative's working in Standard Chartered Global Business Services Pvt Ltd / SCB Group?

YES / NO

If yes, Please provide the following details:

1. Name: .....
2. Relationship: .....
3. PSID: .....

**Disclaimer:** I hereby declare that all the information is true to the best of my knowledge and that any misrepresentation of facts by me in this application will render my appointment in the company null and void, de novo.

**\*Note:** In case of any change in the above details during the course of my employment with Scope, the same will be furnished to my Line Manager and to the HR immediately"

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### Outside Business Interest (OBI)

- Do you hold any Business Interest outside of your Current Role / Job ? Yes / No

If yes

1. Whether the role is an executive or non-executive directorship, partnership or sole proprietorship \_\_\_\_\_
2. The estimated amount of time spent in the role (number of hours per month) \_\_\_\_\_
3. The estimated remuneration, where applicable \_\_\_\_\_
4. Whether the Staff is acting as a consultant or in the employment of another entity other than the Group \_\_\_\_\_
5. Whether the OBI is a Client of or service provider to the Group Yes / No
6. If the role involves taking up a political position Yes / No
- Do you have any Financial Investment in any kind of business venture? Yes / No
- PEP / Client Connection Yes / No

Place : .....

Date : .....

.....  
Signature

## Letter of Consent and Authorization

### To whomsoever it may concern

I hereby authorize Standard Chartered Global Business Services Pvt Ltd and their agents, First Advantage Private Ltd or First Advantage to verify information provided in my pre-employment personal information form, and to conduct enquiries as may be necessary, at the company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to Standard Chartered Global Business Services Pvt Ltd or First Advantage Private Ltd or First Advantage. I release all persons from liability on account of such disclosure. I am willing that a photocopy of this authorization be accepted with the same authority as the original.

I further understand that the background check with my current employer will be initiated at least 21 days prior to my date of joining with the Bank and I hereby give my consent in doing so.

**Signature # 4**

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**Name in Block Letters**

:

**Date (dd/mm/yy)**

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## Declarations

I, \_\_\_\_\_, son/daughter/wife of \_\_\_\_\_, hereby undertake to comply with the below mentioned:

### 1. 'Dual employment'

I declare after joining Standard Chartered Global Business Services Pvt Ltd, I will not be continuing with any employment elsewhere effective the date of my joining.

Further, I am aware that, in the event of the Standard Chartered Global Business Services Pvt Ltd finding about my employment with anyone / entity or whosoever at any given point in time subsequent to my accepting the employment with Standard Chartered Global Business Services Pvt Ltd, the Bank reserves the right to terminate my employment or take appropriate action against me as it deems fit.

### 2. 'Medical fitness'

I hereby declare that I am medically fit and that I do not suffer from any serious illness or infection or any other terminal or communicable / infectious disease / illness prior to my accepting the said appointment / employment.

I further declare that if I am found to have suffered from any of the above and withheld this information prior to my appointment / employment with Global Business Services Pvt Ltd, the Bank can take appropriate disciplinary action against me.

### 3. 'No criminal record'

I hereby declare that I have no criminal record and that I do not have any criminal legal cases or investigations pending against me prior to my accepting employment at Standard Chartered Global Business Services Pvt Ltd.

I further declare that if I am found to have been involved in any criminal activity (and withholding of such information) prior to my accepting employment with Global Business Services Pvt Ltd and during my employment with Standard Chartered Global Business Services Pvt Ltd, appropriate disciplinary action can be taken against me.

### 4. 'Non-Bankruptcy'

I hereby declare that I am Solvent and have never filed for Bankruptcy prior to my accepting employment at Standard Chartered Global Business Services Pvt Ltd.

I further declare that if I have withheld any information about my financial insolvency and bankruptcy prior to my appointment / employment with Standard Chartered Global Business Services Pvt Ltd, appropriate disciplinary action can be taken against me.

Further Standard Chartered Global Business Services Pvt Ltd will not be accountable for any of my personal financial obligations.

### 5. Adherence to 'Do Not Disturb' process

I will make a sale related phone call to prospective/existing customers only after scrubbing their phone numbers with National Customer Preference Register (NCPR) of Telecom Regulatory Authority of India (TRAI) and the 'Do Not Disturb' database of Standard Chartered Global Business Services Pvt Ltd and I undertake to follow all processes on the same.

### 6. 'Consent for sharing personal details'

I consent that my personal details like full name, birthdate, age, sex, address, phone numbers, educational qualifications etc can be held on record by you. I also consent that you may share the same with regulators, enforcement agencies, verification agencies, credit bureau, statutory authorities etc, if need be.

## 7. Group code of conduct

Conducting our business with the highest standards of ethics and integrity is essential to living up to the promise of Here for good. By doing things the right way, we can support our clients and customers while holding true to the values we believe in. Our group code of conduct (the Code) builds on our values and our brand promise. It guides you to the standards required to help you prove that we are Here for good.

If you are unsure about any aspects, please speak to a member of your management team, compliance or other relevant colleagues.

### Commitment by staff

I hereby confirm that I have received, read and understood the Code and shall comply with it in my area of responsibility.

## 8. Health & safety (H&S) policy and practices

On my first day of work, I shall obtain / understand the following through my line manager;

- The names and contact details of the fire marshal/s at my floor. I understand that I need to be in touch with a Fire Marshal as soon as I detect fire and follow his/her instruction/s thereafter.
- The fire exit route/s from my workstation. In case of a fire, if a fire marshal instructs, I shall direct myself and other in affected area through the fire exit route to safe location.
- The first aider/s at my department / floor / nearest location. I shall be in touch with the nearest first aider in case myself or any of my colleagues is / are in need of first aid

I undertake to report any accident / incident occurred or potential hazard present in my workplace to my line manager / nearest property representatives.

## 9. 'Data & customer confidentiality and secrecy'

I recognize, accept and agree that all tangible and intangible information obtained or disclosed to me by our customers, including all details, documents, data, business/customer information and their practices and trade secrets (all of which are hereinafter collectively referred to as Confidential Information) which may be communicated to me shall be treated as absolutely confidential and I irrevocably agree and undertake to keep the same as secret and confidential and shall not disclose the same at all in whole or in part to any person or persons (including legal entities) at any time or use nor shall allow the Confidential Information to be used for any purpose other than as may be necessary for the due performance of my duties.

## 10. 'US citizenship' [Tick if applicable]

I confirm that I am a

US citizen ☐

Green card holder ☐

and I have been provided with a copy of the group sanction policies which I have read and understood

## 11. Wealth Products Management

I hereby declare and confirm that I will not advise, offer, refer, recommend, propose or solicit or introduce or bring up or generate leads for a specific Investment or Insurance product or show a list of specific Investment or Insurance products to customers till I have successfully completed all required certifications requirements as laid down by the Bank/ Regulator for Wealth Management Products.

I declare that all the Declarations made above are true to the best of my knowledge.

Yours truly,

Signature # 5

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Name in Block Letters

:

Date (dd/mm/yy)

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## DATA PROTECTION AND PRIVACY STATEMENT

The Standard Chartered Group, i.e. Standard Chartered PLC, its subsidiaries and affiliates ('the Group'), respects the privacy of the information provided by you, or any other person, to the Group. This Statement explains how your information will be used and protected. It applies to information held about you now, or at any future date.

The Group must maintain information about you in connection with your employment. The information that may be held includes, but is not limited to: your C.V; application form; references; appraisal and disciplinary records; salary, pension and benefits details; results of medical, security and financial checks; sickness records; personal contact details; bank account and tax details; and any other information relevant to the following purposes. If we are unable to hold such information about you, we may not be able to perform some or all of the purposes detailed below.

The Group may use your information for the following purposes:

- to appraise your job performance and make decisions about your promotion, training, transfer, redeployment or career development;
- to determine, calculate and review your salary, bonuses and any other staff benefits including pension entitlements;
- to process payment of your salary, other authorised expenses or benefits to your account or by any other means;
- to take appropriate action in event of emergencies;
- to comply with any statutory requests received from relevant public authorities/agencies;
- for any purpose required by law or regulation;
- for disciplinary purposes arising from your conduct or your ability to perform your job requirements;
- to provide references/reports to potential employers, financial institutions, legal representatives, and other appropriate bodies;
- to plan succession and talent management initiatives;
- to monitor compliance with regulatory requirements and the Group's internal policy requirements;
- to enable the Group to make decisions and/or policies concerning its employees generally;
- to enable auditors to conduct regular reviews of the Group's business and operations;
- to support any business, technical, administrative or security function required by the Group's operations, including, but not limited to: communication and processing systems; accident/ sickness insurance; security of staff, systems and premises (CCTV; card entry systems; IT security systems); telephone recording; contingency planning; systems development and testing; monitoring internet and telephone usage; business and financial, monitoring planning and decision making.

The Group may disclose your details to verify or obtain additional information about you from third parties including education institutions, present and past employers and credit reference agencies. Credit reference agencies keep details of searches. You can contact us to find out which agencies have been used.

For the purposes stated above, your information will be disclosed to authorised staff within the Group including Human Resources staff, your line and business managers, and their delegates. Other than those listed below, your information will not be disclosed to any external body unless you have consented or the Group is under a legal obligation or entitlement or other duty to do so:

- any agent, contractor or third party service supplier providing administrative, technical, legal and other services to the Group (such as telecommunications, computer development and support, data processing, recruitment, general insurance, pensions, accident and medical insurance, security services);
- any other person under a duty of confidentiality to the Group including, but not limited to, our external auditors and lawyers;
- any customer or other business contact of the Group where necessary for the Group's business activities;
- any lawyers/solicitors in connection with legal proceedings, to obtain legal advice, or to support the Group's legal rights;
- in the case of the merger or acquisition of all or any part of the Group's business, any actual or proposed purchaser, merger partner or subscriber for the Group's shares, or their legal and financial representatives.

As an international organisation the Group manages its people resources on a global basis. Therefore your details will be available to authorised personnel in any country in which the Group operates. This may involve the transfer of your information to parts of the Group, its agents or third party service suppliers, located in countries that do not offer the same level of data protection as your home country. However, the Group will ensure that parties to whom your details are transferred agree to protect your information and store and process it in a secure manner. Such protection is established in Group policies, procedures and contractual arrangements with Group agents/service suppliers.

Your information may be held manually or electronically (eg. on local and global processing systems and databases; communication, payment, CCTV, card access and other systems), but will always be held securely. It will be retained by the Group for as long as there is a business need to hold the information or as required by legal, regulatory or accounting requirements or to protect the Group's interests.

The Group will comply with data protection legislation/privacy laws and have regard to codes of practice that apply to your information. It will ensure that your rights are upheld. If your information is subject to national laws that are more stringent than the terms of this Statement, the relevant national laws will apply. Under the laws of some territories (including the United Kingdom and Hong Kong), you may have the right to access information that the Group holds about you and to have it corrected where appropriate. These rights may extend to your information if it is transferred into such territories via the Group's global HR system or by any other means. Standard Chartered Global Business Services Pvt Ltd is the 'data controller' for any information processed in the UK. If you wish to access your information, determine your rights, or have any other questions concerning this Statement, please contact your country or regional HR Department.

I confirm that I have read and understood the above Data Protection and Privacy Statement

**Signature # 6**

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**Name in Block Letters**

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**Date (dd/mm/yy)**

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HR/NJ/01-01

Date:

To,  
Standard Chartered Global Business Services Pvt Ltd

Dear Sirs,

I have been engaged by the company as.....

I confirm that during the continuance of my engagement with Company and at all times after its expiry or termination for any cause. I will keep secret and treat in strictest confidence all information or material (whether commercial, financial, technical or otherwise) which by its nature should be treated as secret and confidential or which the Company desires to protect against unauthorized disclosure or competitive use, or which is designed as such, including without limitation:

- a) Information relating to customers of the banks or financial institutions (including but not limited to members of the Standard Chartered Group) for whom the Company carried out operations processing services or the accounts of such customers or their transactions with any member of the Standard Chartered Group.
- b) Information relating directly or indirectly to the Company's Business or that of any other member of the Standard Chartered Group, including but not limited to details of trade secrets, know-how, strategies, ideas, operations, processes, methodologies and practices.
- c) Information relating directly or indirectly to the Company's plans, intentions, know-how, market opportunities and business affairs or those of any other member of the Standard Chartered Group or its customers (including potential customers) and clients.
- d) Works of authorship, products and materials written and prepared by the Company or of any other member of the Standard Chartered Group including but not limited to computer programs, data, diagrams, charts, reports, specifications, sketches, inventions and working papers or similar materials of whatever nature or on whatever media relating thereto.
- e) Any information resulting directly or indirectly from my engagement with the Company and all copies, notes, records and all related information (in any form) generated by the Company or any other member of the Standard Chartered Group based on or arising from my engagement and will not use the Confidential information otherwise than for the purpose of performing my obligations to the Company under my engagement.

A member of the Standard Chartered Group means for the purpose of this letter Standard Chartered PLC or any of its subsidiaries or associated companies.

I agree to indemnify the Company and keep it fully indemnified in respect of any liability, losses, damages, claims, costs and expenses arising out of or in connection with any wrongful disclosure or misuse by me of the information referred to above, without prejudice to any other rights or remedies the Company may have including without limitation applying for an injunction or other equitable relief against me.

Yours faithfully,

Signature & Full Name as per IC / Passport ..... Date.....

To be completed and submitted to Resourcing team / HRRM before or on your First Joining Day



## **STANDARD CHARTERED BANK GROUP RECRUITMENT PRIVACY STATEMENT**

This Group Recruitment Privacy Statement relates to the collection, use and disclosure of your Personal Data throughout the recruitment process by any member of the Standard Chartered Group (including affiliates and subsidiaries) ("SCB", "we" "our" or "us").

The personal data we process in relation to you is provided by you, third parties, collected through the SCB website, publicly available sources or generated during your application for your employment with us, through any media.

### **WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU**

Personal data that we may process, as appropriate throughout the recruitment process includes, but is not limited to:

- name and contact details (such as telephone number, e-mail address and postal address);
- date of birth;
- curriculum vitae/résumé;
- current and previous employment details (including salary/bonus and employee benefits schemes);
- academic background (such as your university or school diplomas/certificates and other educational achievements);
- languages spoken and level of proficiency;
- job preferences including willingness to travel and/or relocate;
- gender;
- marital status;
- results of any pre-employment testing such as psychometric testing;
- evidence of identity such as national ID/passport/resident card;
- immigration status and work permits including employment pass/work authorisations or other relevant documents;
- video, photographic images or audio recordings submitted or made as part of the recruitment process.

We may also process sensitive or special personal data where relevant to the recruitment process, including where necessary to accommodate any disability needs.

Sensitive or special personal data processed may include but is not limited to:

- criminal record;
- racial/ethnicity information;
- trade union membership (if relevant in certain countries); and
- health related information including physical/mental health.

We also process personal data provided by you in relation to third parties when it relates to your application for employment with SCB such as details of your referees or declaring close personal relationships, close financial relationships, client and business partner connections for the purpose of protecting SCB and its customers from conflicts of interest, fraud and other financial crime. It is your responsibility to ensure anyone about whom you provide us with personal data is made aware that you are providing their personal data and for what purpose.

### **HOW WE COLLECT YOUR PERSONAL DATA**

We collect Personal Data in the following ways:

#### **Careers Websites**

We collect your Personal Data when you submit a job application and/or create a profile through our Careers, Graduate Recruitment, or approved third party websites (the "websites").

#### **Social Network Sites**

We collect Personal Data about you from other 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 or you elect to sign-in to the websites via those Social Network Sites through the integrated functionality available on the websites. If you sign-in to the websites through Social Network Sites, we will collect your Personal Data from certain fields on these sites by taking a snapshot and merging this with other data captured through the

online application form to create a single profile. In addition to the Personal Data set out above, we will collect the following Personal Data from Social Network Sites:

- **LinkedIn:** Personal Data contained in the following fields: name, headline and summary, job title, current employer, employment history, recommendations and contact details made publicly available (such as phone number and email address). Your LinkedIn connections are not collected.
- **Facebook:** Personal Data contained in the following fields: first name, last name, email, employer and job title. Your “likes”, “comments”, “friends lists/details” and “wall posts” are not collected.
- **Google+:** Personal Data contained in the following fields: first name, last name and public website.

We will not collect your photographs or videos from any Social Network Site unless you submit a photograph or video voluntarily as part of your recruitment 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 SCB and you can subsequently opt out at any time by contacting AskHR@SC.com

## **Recruitment Agencies**

Your Personal Data may be provided to SCB by recruitment agencies with whom you have registered an interest in working for SCB. Where a recruitment agency refers you to us, a profile will be created for you in our recruitment database based on the information provided and you will receive a notification asking you to log in and complete your candidate profile through a website. Candidates who do not log in and complete their profile within one month will have their profile deleted. Records will be maintained of who decided not to progress so that they are not contacted again.

## **Other sources**

Your Personal Data may also be collected from third parties during the recruitment process such as references from previous employers.

## **PURPOSES FOR WHICH WE PROCESS YOUR PERSONAL DATA**

The processing of your Personal Data for recruitment purposes is:

- necessary to consider whether to enter into an employment relationship with you;
- necessary to comply with any legal right or obligations to which we are subject in relation to your employment of engagement; or
- carried out with your consent, to carry out criminal record checks and pre-employment searches with a credit reference agency, where countries laws permit;

and includes but is not limited to the following:

- to process your application 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 SCB, 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;
- to assist in the administration of the Group's global recruitment programme, recruitment campaign planning, and compliance with related internal policies; and
- to provide you with information about other job vacancies if you would like the SCB to send you such notifications, which may include using data analytics to match your profile against vacant positions.

## **TO WHOM WE MAY DISCLOSE YOUR PERSONAL DATA**

SCB operates globally and any authorised employee, agent and adviser in any country may be involved in processing your recruitment application. They may have access your full candidate profile, interview record psychometric test and background screening results.

Your Personal Data may be disclosed to any of the following for any of the purposes outlined above:

- professional advisers, third party service providers, agents or independent contractors providing services to the SCB;
- any person in connection with litigation or other legal proceedings, to obtain legal advice or for establishing, exercising or defending legal rights;
- any person to whom disclosure is allowed or required by Law and/or Regulation;
- any court, tribunal, Regulatory Authority or Governmental Entity;
- any criminal records bureau, credit bureau or credit reference agency when conducting background checks;
- to third parties to provide references at your request or with your consent; and
- third parties to whom we may transfer our rights and/or obligations under any agreement, including but not limited to a potential merger or acquisition of all or part of the Group's business.

In some circumstances, we may provide your personal data to a third party who will determine how and why it will be processed. For example, where allowed by law we may require successful candidates to complete a pre-employment health assessment. The Group is an equal opportunities employer committed to a diverse and inclusive workforce and will always consider any adjustments which could be made to accommodate ill health or disability.

## **HOW LONG DO WE RETAIN YOUR PERSONAL DATA**

Personal Data is retained as long as necessary for the purpose for which it is collected and to meet legal, regulatory and operational requirements. Retention periods may differ for each country. At the end of the retention period, non-identifiable data is kept for management information purposes.

SCB may also retain your contact information for the purposes of inviting you to join our Talent Network. If you join our Talent Network, you will receive information about SCB, invitations to events and/or receive information regarding job opportunities that may be relevant to your skills. If you choose not to join the Talent Network, we will record that fact and will only retain the minimum personal data necessary to ensure you are not contacted again about the Talent Network.

## **HOW WE PROTECT YOUR PERSONAL DATA**

The security of your Personal Data is important to us and SCB implements technical and organisational measures to safeguard your personal data.

As an international organisation, SCB manages its people resources on a global basis and authorised personnel may access your Personal Data in any country in which SCB operates. Your Personal Data may therefore be transferred to employees, agents, advisors or third party service suppliers, and other third parties authorised to act on our behalf in countries that may not offer equivalent data protection or privacy laws to that of the country where you are located. When using external service providers, we require that they adhere to security standards mandated by SCB and regardless of where personal data is transferred, we take all steps reasonably necessary to ensure that it is kept securely.

If you are applying for a position in the European Union ("EU") and your personal data is processed in a country outside of the EU, we will put in place contractual clauses approved by the EU Commission as providing an adequate level of protection.

You should be aware that the Internet is not a secure form of communication and sending and receiving information over the Internet carries with it risks including the risk of access and interference by unauthorised third parties. We do not accept responsibility or liability for the confidentiality, security or integrity of your Personal Data in connection with its transmission over the Internet.

## **UPDATING YOUR RECRUITMENT PROFILE**

If you choose to create a profile on any of our websites or any other recruitment channel, it is your responsibility to maintain and update the personal data provided by you in your profile and SCB may from time to time request, via email that you update your Personal Data to ensure it is accurate. You can access, update or delete your Personal Data in your profile at any time.

## **PSYCHOMETRIC ASSESSMENTS**

Psychometric assessments may be undertaken to measure some aspects of performance including technical skills, and/or personality traits such as temperament or situational judgement. Specialist third parties are used to decide which assessments are relevant to use, as well as to administer them and assess the results. Some assessments may be used to determine whether you progress to the next stage of the recruitment process. If you do not consent to psychometric assessments where we deem it appropriate as part of the recruitment process, your application will not be able to be progressed.

## **BACKGROUND SCREENING**

If you are offered a position with SCB, the accuracy of the personal data you have provided will be verified by our third party background screening vendors.

A criminal record search will be undertaken where allowed by applicable law. You may also be required to consent to such checks being undertaken. If you do not give your consent where required, we will not be able to continue with the recruitment process including the withdrawal of an offer of employment. SCB has a policy on the recruitment of ex-offenders which is available on request.

We may also use the services of a credit reference agency ("CRA") to verify public information such as county court judgments, bankruptcies, decrees and administration orders. The CRA will record that such a search has been made about you but it will not affect your credit rating.

Where there are anomalies or discrepancies you will be contacted by a recruitment specialist and you may be required to supply further personal data to enable further enquiries/verification to be completed.

If you do not provide information where requested, provide misleading, false or inaccurate information or withhold any material information, we reserve the right to stop the recruitment process including withdrawing an offer of employment.

## **MINORS**

SCB recruitment activities are generally not aimed at minors. If you are a minor in the relevant jurisdiction, you must obtain the consent of your parent or guardian before contacting SCB in relation to recruitment.

## **COOKIES**

Please follow the link below to find out more about how we use cookies:

<http://www.standardchartered.com/en/cookie-statement.html>

## **THIRD PARTY WEBSITES**

The Group Recruitment Privacy Statement does not apply to third-party websites where SCB online recruitment advertisements are displayed or to linked third-party websites which SCB does not operate or control.

## **UPDATES TO THE GROUP RECRUITMENT PRIVACY STATEMENT**

The Group Recruitment Privacy Statement may be updated from time to time and it is your responsibility to visit our websites regularly for the most recent version.

## **ACCESSING AND CORRECTING YOUR PERSONAL DATA**

If you wish to access, correct or request deletion of your Personal Data other than your profile through the website, or have questions regarding this Statement please email: [askhr@sc.com](mailto:askhr@sc.com)

If you are registered to receive job alerts or other information and then subsequently you no longer wish to receive such information from us, you have the option at any time to amend your profile choices so as not to receive such job alerts and/or other information from us.

## **YOUR RIGHT TO ERASURE**

You may have the right in some circumstances to ask for some of your personal data to be deleted, for example when there is no longer a valid reason to process it. This is not an absolute right to have any personal data deleted that you wish.

## **YOUR RIGHT TO OBJECT TO OR RESTRICT THE PROCESSING OF YOUR PERSONAL DATA**

In some circumstances you may have the right to object to how we process your Personal Data or restrict its processing but this does not mean you can decide or choose how we process your Personal Data. If you have any concerns about how we process your Personal Data, please email: [askhr@sc.com](mailto:askhr@sc.com)

## **AUTOMATED DECISION MAKING AND PROFILING**

If we undertake any profiling that will result in an automated decision relating to you, we will do so on the basis we think it is necessary in relation to your recruitment or with your consent; we will let you know and you will have the right to discuss the decision.

## **COMPLAINTS**

If you have a complaint in relation to the processing of your personal data and you are not happy with the way we deal with it, please email: [askhr@sc.com](mailto:askhr@sc.com) or [privacy@sc.com](mailto:privacy@sc.com)

The Global Head of Privacy can be contacted at: [privacy@sc.com](mailto:privacy@sc.com) or at Standard Chartered Bank, 1 Basinghall Avenue, London, EC2V 5DD

You also have the right to complain to the data protection authority, if one exists, in the country where you have a relationship with the Bank, or if your relationship is with SCB outside of the European Union but you are located there, the UK Information Commissioner. For details please email [privacy@sc.com](mailto:privacy@sc.com)

This Statement was last updated on 24 May 2018

## Declaration

I certify to the best of my knowledge all the information given in this form is true and complete. I understand that the appointment I have been offered is subject to the information given on this form being correct. I understand that any offer of employment is conditional upon the verification of any or all of the information I have supplied and my employment with Standard Chartered Bank will not be confirmed until this information is verified. I understand that the provision of misleading, false or inaccurate information or the omission of a material fact may lead to the immediate withdrawal of any offer of employment or, if I am already employed, disciplinary action up to and including dismissal.

I authorise First Advantage or any agent of Standard Chartered Bank to carry out such searches as may be necessary in order to verify information presented on this form, as well as, where applicable, any other information provided by myself (or any agent acting on my behalf), including my CV, or identified by First Advantage, to Standard Chartered Bank. First Advantage may make enquiries of any academic or professional institution where a qualification was gained, as well as approach employers for verification of my employment records and referees. In order to verify such information, I authorise First Advantage to disclose, if required, identifying personal information (including residential address, e-mail address, and IP address) to any such educational institution, profession or trade body, employer or other third-party referee to enable such verification to take place.

I understand that, in addition, investigative enquiries may be made about me including adverse financial history checks, criminal convictions and other reports, as applicable, in addition to, searches of information held about me in the public domain, (including but not limited to any information available on-line and in the press) and the results of these enquiries will be communicated to Standard Chartered Bank.

I understand that, if I withhold or withdraw my consent in relation to any checks requiring consent, this may lead to immediate withdrawal of any offer of employment.

In relation to criminal records checks, I agree to give my permission to First Advantage, as an umbrella organisation, to provide all relevant information and documentation I provide to the relevant body, and to receive and pass on the results of such checks to Standard Chartered Bank. I am aware that Standard Chartered Bank has a policy on the recruitment of ex-offenders and that it is available on request. I further understand that if there are any adverse results, Standard Chartered Bank will consider these and discuss the findings with me and that this may ultimately lead to my offer of employment being withdrawn.

In relation to the adverse financial history checks, I understand that this check is a search of public and private databases for any adverse signs of financial difficulty including County Court Judgements, bankruptcies, voluntary arrangements, decrees and administration orders and that my electoral roll registration will be checked to confirm my current address. I further understand that this check will not show details of any of my credit arrangements or any related outstanding payments and that the check will not affect my credit rating or my ability to gain credit.

I understand that all information will be kept confidential by First Advantage.

I understand that the information contained in this form will be verified by First Advantage and will be processed for purposes set out in the Group Recruitment Privacy Policy which I received when applying for a position in Standard Chartered Bank. Standard Chartered Bank is the controller and First Advantage is a processor for the purposes of the background screening. First Advantage will only use personal data for the purpose of employment screening on behalf of Standard Chartered Bank. I accept that this data may be sent, processed and stored outside the EEA.

I confirm I have read and understood the declaration above.

By providing my signature I hereby give the declaration above, including my explicit consent for a criminal record check and search with a credit reference agency to be conducted.

Signed : \_\_\_\_\_

Name in Block Capitals : \_\_\_\_\_

Date Signed : \_\_\_\_\_

ID / Passport Number: \_\_\_\_\_

