



SRI LANKA SPECIFIC CANDIDATE PRIVACY NOTICE TERMS

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VERSION: 1.1



If you are applying for a role located in Sri Lanka, this Privacy Notice sets out further information that is relevant to how Citi collects, uses, and otherwise processes personal information about you in connection with its recruitment processes in accordance with applicable data protection laws in Sri Lanka.

For the purposes of this Privacy Notice, references to "we", "Citi", "us" or "our" are references to Citibank N. A.'s branch office in Sri Lanka at 65C, Srimath Anagarika Dharmapala Mawatha, Colombo 07, as the controller of personal information.

It is important that you read this Privacy Notice, together with any other policies or notices that Citi may provide to you when it collects or processes personal information about you, so that you are aware of how and why Citi uses such information.

This Privacy Notice does not form part of any contract. It may be amended or withdrawn at any time.

Why we need your personal information

It is within Citi's legitimate interest to process personal information in order to recruit and retain a workforce with the skills and experience required. For this reason, even if your application is unsuccessful your information may continue to be held as part of our talent pool.

Further details of what personal information we collect can be found here: [Careers Privacy Notice for Job Applicants](#)

How we use your personal information

We will collect, receive, use, store and otherwise process your personal information (manually and electronically) during the recruitment process for a legitimate business interests as an employer and to fulfil our business interests and hiring strategy.

Further details of Citi's legal basis for processing and collecting your personal information can be found here: [Careers Privacy Notice for Job Applicants](#)

What we do with your personal information

We use your personal information to assess your applications and carry out anything incidental thereto.

You can find all the details on what we do with your personal information in the [Careers Privacy Notice for Job Applicants](#)

Who will have access to your personal information

You can find details on who will have access to your personal information in the [Careers Privacy Notice for Job Applicants](#)

Data Retention

Your personal information will be kept with Citi after your last application. Country specific retention schedules are based on Citi's retention policies and applicable laws. During this time period, you may be alerted to new available roles. After this time period your profile will be deleted. If you are no longer interested in being considered for new roles, please



submit your request to be removed from Citi's talent pool by emailing hrdataprivacy@citi.com

Your Rights

You may access your personal information stored in Citi's Careers Site at any time. You can do this by logging onto the Site using the details previously provided to you. You can also logon to the site and update, correct or delete the information that Citi holds about you. You do not need our permission and you can do this at any time.

You have several rights under data protection laws. For example, you have the right to ask us for a copy of the personal information Citi holds about you, which should be made in writing.

If we have obtained your consent to process your personal information, you have the right to withdraw such consent at any time by sending a written request to us.

You have the right to ask us in writing to refrain from further processing your personal information when such processing is based on legitimate interests pursued by us or a third party.

You can in certain instances, also ask us in writing to rectify or complete personal information that is inaccurate or incomplete. You also have the right, in some circumstances to have your personal information amended or deleted.

If we process your personal information using solely automated means, you have the right to request for a review of a decision made based solely on automated processing and which has created or is likely to create an irreversible and continuous impact on your rights and freedoms under any written Sri Lanka law.

We will always try to action written requests as quickly as we are able to and in any event within 21 working days from the date of such request. However, in order to do this, we may first need specific information from you in order to confirm your identity. If we request this information, it is to ensure that personal information is not disclosed to persons other than yourself who may have no right to receive it, and otherwise to assist us in processing your request in a timely manner. Once we have verified your identity, we will consider whether we are able to fulfil your request.

As you can always access your personal information stored in Citi's Careers Site at any time and update, correct or delete it, this is likely to be quicker than asking us to action these steps on your behalf. We recommend therefore that you take such steps yourself, you are of course always welcome to contact us.

To contact us about your rights, including making a request for the personal information we hold about you, to make a complaint or to find out about privacy and data protection at Citi, please submit your request by emailing hrdataprivacy@citi.com

If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law, you can complain to the Data Protection Authority in Sri Lanka.



TRANSFER OF YOUR PERSONAL INFORMATION OUTSIDE SRI LANKA

Citi's global headquarters is located in New York City, in the United States and we have offices in over 100 locations worldwide. However, your personal information may be stored, transferred, or used outside of Sri Lanka only to a country prescribed by the Minister in charge of the subject of data protection in Sri Lanka, pursuant to an adequacy decision, or if it is to a country not so prescribed, only when Citi is satisfied that:

- (i) regardless of transfer of your personal information to such country, we are able to comply with our mandatory obligations under the data protections laws of Sri Lanka; and
- (ii) only after executing an appropriate instrument as may be prescribed by the Data Protection Authority of Sri Lanka, with the recipient of data in such country;

Or in the absence of the aforesaid, only to the extent permitted by the Personal Data Protection Act of Sri Lanka.

Where data transfer takes place, your personal information is only used to the extent that this is necessary for the purposes outlined in this Notice and the [Careers Privacy Notice for Job Applicants](#). In addition, we implement technical and organisational measures that are appropriate to the risk to protect the personal information that we process about you and ensure that your personal information is accessed by our employees and staff only on a "need-to-know basis".