



# Candidate Privacy Statement

## Your Privacy. Our Priority.

ATB Financial and its subsidiaries (“ATB”, “We”, “Our”) respect the privacy of individuals and act responsibly in relation to the collection, use, retention, disclosure and disposal of their personal information. Our commitment to protect the privacy of our clients, job applicants, employees and any other individuals we interact with, is set out in our Privacy Code ([link](#)).

This Privacy Statement sets out how and why we collect, use, disclose, share and retain your personal information when you apply for a job with ATB. It is designed to comply with Alberta’s Personal Information Protection Act (“PIPA”) and any other applicable Canadian privacy regulatory requirements.

## WHAT PERSONAL INFORMATION WE COLLECT

ATB collects the following types of personal information throughout the recruitment process:

- **Contact details**, such as full name, email, physical address and phone number;
- **Professional or employment history**, such as information in your resume or Curriculum Vitae, your work history, certifications, professional licenses, and other experience;
- **Education information**, such as information about your degrees and training, and academic achievements;
- **Social networking and similar information**, such as social media and public profile information, including URLs related to your LinkedIn, Twitter, GitHub, Portfolio profiles, and your personal website;



- **Demographic information**, such as race, gender, age that you may choose to provide in an application form, survey, resume or cover letter
- **Legal information**, such as your current work status in Canada
- **Background check information**, such as credit history, including but not limited to bankruptcy and collection matters, criminal/terrorism/sanctions information, involvement in theft/fraud/other dishonest or criminal activity during employment with other organizations, if applicable, identity and employment verification, and employment reference checks including contact details from your former/current employer. This information is obtained through reference and background checks, subject to any permissions or notifications required by applicable law.
- **Interview information**, such as, the video recording of your face and voice, your comments and responses to questions and challenges/assignments posed during the recruitment process and recruitment notes.
- **Device information**, such as, your IP address, browser information, your website clicks and other user behaviour information when you visit our website recruitment pages. Please also see additional information on the use of cookies in the Privacy Statement on [atb.com](https://atb.com).
- **Information required to initiate employment**, including demographic information such as your date and place of birth, right to work/citizenship; identifiers such as your SIN, drivers licence, other government-issued identifier, tax identifiers and related tax information, and bank account numbers and related information; benefits eligibility information; and other information you provide for the purposes of starting employment or executing an employment agreement.

## WHY WE COLLECT YOUR PERSONAL INFORMATION

ATB collects and uses your personal information for the following purposes:

- **Administer and process the job application**, including a review of your skills, experience, education and other information you submit;
- **Communicate with you** about your application and coordinating interviews;
- **Determine your suitability** for specific positions you apply for or for future



employment opportunities with ATB;

- **Conduct reference and background checks**, as part of your application, including verifying your identification and background information, subject to applicable law;
- **Comply with applicable laws** and employment-related requirements for purposes such as confirming ability to legally work in a specific location, setting up payroll, withholdings and benefits, and complying with statutory reporting requirements;
- **Improve our recruitment process**, including generating analytics to ensure we recruit a diverse set of candidates;

For the purpose of establishing an employment relationship, under PIPA and other applicable Canadian privacy legislation, we may not need your consent to collect and use your personal information.

Please note that if you accept employment with ATB, the information you provide and the information we collect during the recruitment process will become part of your employment record and will be used for employment purposes in accordance with PIPA legislation.

## WHY WE SHARE YOUR PERSONAL INFORMATION

ATB will share your personal information collected from you as follows:

- between ATB and its subsidiaries as the recruitment functions are centralized;
- with our data processors and other service providers, including recruitment agencies, in connection with the services they perform for us or on our behalf. Where required, these service providers, partners, contractors, or vendors acting on our behalf will be subject to contractual obligations to implement appropriate technical and organizational measures to safeguard the personal information, and to process it only as instructed.
- to law enforcement, government authorities, regulators, and other third parties, such as courts and other authorities, independent external advisers and internal compliance and investigation teams, if we believe such disclosure is in



accordance with, or is otherwise required by, any applicable law, regulation, or legal process;

- as necessary to protect ATB including to establish, exercise, or defend against potential, threatened or actual legal claims;
- to enforce any contract with you;
- in an aggregated or anonymized manner, which does not identify you personally;
- to respond to any claims, to protect our rights or the rights of a third party, to protect the safety of any person or to prevent any illegal activity; or
- for any other notified purpose with your consent.

## **OUT OF CANADA TRANSFERS OF PERSONAL INFORMATION**

ATB uses a number of vendors to support its recruitment process. Some vendors are based in the USA and other jurisdictions; please see the Out of Canada Statement on <https://www.atb.com>.

For more information on any of the vendors, please contact us at [PrivacyOfficer@atb.com](mailto:PrivacyOfficer@atb.com).

## **HOW LONG WE RETAIN YOUR PERSONAL INFORMATION**

ATB will retain your personal information for no longer than necessary to satisfy the purpose for which it was collected and used, as described in this Statement, unless a longer retention period is required or permitted under applicable law. As noted above, however, if you accept employment with ATB, your personal information will become part of your employment record and will be used for employment purposes in accordance with applicable law.

If your job application is unsuccessful, we will retain the personal information collected during the recruitment process to consider your eligibility for any other future positions.



You may contact us at [talentteam@atb.com](mailto:talentteam@atb.com) if you want us to stop considering your eligibility for future positions.

## **YOUR RIGHTS**

Under the applicable privacy legislation, subject to certain limitations and exceptions, you have the following rights related to your personal information:

- know whether we hold personal information about you,
- request access to or rectification of the personal information we process about you; and
- withdraw your consent at any time. Please note we may not be able to advance your job application if you withdraw consent.

If you'd like to exercise any of your rights, please contact us as detailed below.

## **CHANGES TO THIS STATEMENT**

We may change this Statement from time to time. Any changes will be effective once they are posted. Please check back periodically to ensure you are aware of any changes.

## **CONTACTING ATB ABOUT YOUR PERSONAL INFORMATION**

You may contact us at any time for any inquiries, complaints, access requests related to your personal information and to this Privacy Statement.

You may write to us at:

ATB Financial Privacy Officer  
#2100, 10020 - 100St  
Edmonton, Alberta T5J ON3

You may email us at [PrivacyOfficer@atb.com](mailto:PrivacyOfficer@atb.com).