



CIBC Candidate Privacy Notice (Canada)

April 2023

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Canadian Imperial Bank of Commerce ("CIBC") is committed to protecting the privacy of your personal information.

The CIBC Candidate Privacy Notice ("Privacy Notice") sets out how we collect, use and share your personal information during the recruitment, selection and hiring process. This Privacy Notice applies to individuals applying for CIBC employment in Canada. Once employed by CIBC, individuals are subject to the Employee Privacy Policy.

We will only collect, use and share your personal information in accordance with this Privacy Notice unless otherwise required or permitted by applicable law. We take steps to ensure that the personal information collected about you is accurate, complete and as up to date as necessary.

Please refer to [CIBC's Canada Client Privacy Policy](#) for information about CIBC's use of cookies (i.e., small file stored on web browsers) and similar technologies, including what information is collected, for what purposes and steps for managing your preferences.

What personal information we collect about you and how

In this Privacy Notice, "personal information" or "information" means any information about an identifiable individual.

Much of the information CIBC collects about you comes directly from you. For example, when you create an account with us on our job candidate platform, and at various stages of the recruitment process. Other information may be obtained from the third parties that you have consented to share information with CIBC such as; recruitment agencies, background check providers and credit reporting agencies.

CIBC may collect the following types of personal information including but not limited to:

- a) Identifiers such as your name, contact information (e.g., address, telephone number and email address) and government identification.
- b) Demographic information, voluntarily provided by you on an optional basis, such as gender, sexual orientation, race/ethnicity, visible minority status, Indigenous status and military status.
- c) Recruitment related information such as your resume, employment history, education, professional qualifications, background check (including criminal record check), information needed to process any accommodation requests you may make, any correspondence with CIBC or its recruiters regarding your job application, and any information you provide during an interview.

Why we collect, use and disclose your personal information

CIBC will only collect, use and disclose your personal information for necessary legitimate business purposes such as:

- Managing and administering your account on our job candidate platform.
- Contacting you throughout the job application process.
- Managing accommodation requests submitted by you.

- Assessing your suitability for a job position with CIBC.
- Monitoring equal opportunities and supporting our diversity, equity and inclusion initiatives.
- Conducting background checks (only with your specific consent to this).
- Complying with our legal obligations.
- As otherwise permitted or required by law.

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, loss 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 Canada or the province in which you reside. As a result, your information may be securely used, stored or accessed in other jurisdictions, including the United States, and may be subject to the laws of those jurisdictions. For example, information may be shared in response to valid demands or requests from government authorities, courts and law enforcement officials in those countries.

Your rights and options

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. Depending on applicable provincial and/or federal law, you have the general right to:

- 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.careers-carrieres@cibc.com. Any such request must be provided to us in writing and may be subject to identity verification. Please note, candidates can directly withdraw their candidacy at any point during the recruitment process within the application system.

Retention

Except as otherwise permitted or required by applicable law, CIBC will only retain your personal information in accordance with the CIBC Records Management Policy and Records Retention Schedule (Canada). 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.

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.

Privacy questions or concerns

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