



Citi Canada Employee Application Privacy Statement

This Employee Application Privacy Statement (this "Statement") establishes guidelines that govern the collection, use and disclosure of the personal information of job applicants of Citibank Canada and each of its Canadian affiliates (individually and collectively, "Citi", "we", "our").

In this Statement, "personal information" means information about an identifiable individual, as more particularly defined or limited by applicable privacy laws; and "job applicant" means the individual applying for employment with Citi.

1. Collecting Personal Information (including purpose for collecting, using and disclosing personal information)

In general, Citi will collect personal information (including any information provided in this employment application, during interviews, from former employers noted in this employment application and from educational institutions noted in this employment application) from or concerning a job applicant as may be reasonably required for making decisions about your potential employment with Citi.

Affiliates and Service Providers

We may share your personal information with Citi's parent company and other affiliates for the purposes noted in this Statement and our parent company or affiliates may then collect, use and disclose job applicant personal information as set out in this Statement.

We may also use third party service providers to provide services on our behalf for the above noted purposes. We take reasonable contractual and other measures to require that the service providers with which we share personal information will only use such information to perform the services that we have retained them for and will maintain the confidentiality of personal information.

Some of Citi's affiliates and service providers may be located or may contract with their own service providers located outside of Canada. Your personal information may be transferred, stored, accessed or processed outside of Canada, including in the United States, in connection with the purposes described in this Statement. The measures that we use to protect personal information are subject to the legal requirements of the jurisdictions where personal information is transferred, including lawful requirements to disclose information to government authorities in those countries. If you have any questions about the collection, use, disclosure or storage of personal information by our service providers, please contact the Chief Privacy Officer as noted in the contact section below.

2. Your Consent

We collect, use and disclose your personal information with your consent, as described in this Statement or as may be permitted or required by law. Your consent may be express or implied, depending on the circumstances and the sensitivity of the personal information in question. Your submission of this employment application will constitute consent for collections, uses and disclosures of personal information as described in this Statement. If you provide personal information about another person to us, we assume that you have the consent of that individual to enable us to collect, use or disclose their personal information (where applicable) as described in this Statement. If you provide personal information to Citi, we assume that you consent to the collection, use and disclosure of your personal information as outlined to you at the time of collection or as described in this Statement. However, in some circumstances, you may be permitted to refuse or withdraw consent to certain collections, uses and disclosures of your personal information. Contact the Chief Privacy Officer if you wish to obtain additional information.

3. Personal Information File

We may maintain files of personal information for the above-noted purposes at any of our offices including those of our affiliates and third party service providers who may or may not be located in Canada. Authorized employees, agents, service providers of Citi and their designees have access to the file containing your personal information on a need to know basis.

4. Access, Correction, Inquiries

If you wish to request access to, or correction of, your personal information in our custody or control, please make your request in writing to the Chief Privacy Officer. In some circumstances, we may not provide access to your personal information. For example, access may be refused where the information contains the personal information of other persons, where it constitutes confidential commercial information, where it is protected by privilege, or where it is otherwise not properly the subject of an access request.

Inquiries about our personal information practices may be directed to the Chief Privacy Officer, Raj Sachdeva, in writing at:

Citi Canada
Attn: Raj Sachdeva, Chief Privacy Officer
Suite 1700 – 123 Front Street West
Toronto, Ontario
M5J 2M3