



# Talent Acquisition Privacy Statement

## The TD Bank Group commitment to Privacy

Protecting your privacy and the confidentiality and security of your personal information is fundamental to the way we do business within TD Bank Group (TD).

## Our Talent Acquisition Privacy Statement

This Statement informs you of the practices we have in place for the collection, use and retention of the personal information we obtain during the job application and recruitment process. It applies to all candidates (internal and external) who apply for a role and anyone who expresses an interest in working for TD, and whose personal information is submitted to the relevant Talent Acquisition or Human Resources team for the applicable TD affiliate.

## Collecting and using your Information

The word "Information" means personal, financial and other confidential information and details about you that you provide to us and we obtain from others outside TD. Examples of the categories of Information we may process include:

- Demographic Information (e.g., name, address, phone number(s), email, date of birth and other contact information)
- Personal Identification Numbers (e.g. Employee ID number, where currently employed by TD)
- Application Information (e.g., Candidate Type (internal or external), HR status (progress within the hiring process), education and employment details, assessment test information)

TD uses Information that has been voluntarily provided by you, or that has been shared with TD by a third party you have previously agreed can share the Information with TD (such as social media sites). We will use the Information provided only for the legitimate and necessary business purposes of TD, including for the purpose of assessing suitability, in the recruitment, selection and job hiring process, to review and better understand TD's hiring processes and to monitor equal opportunities, and if you are successful, to determine the terms on which you will work for TD. In order to achieve these purposes, we may conduct analytics on your Information. Should you be successful, TD will also retain certain Information for the ongoing administration of your employment relationship. TD may use the Information provided to contact you at any time during your candidacy for employment, to request other Information, or, if you choose, to send you job-related information in the future.

Access to the Information that you submit is limited to individuals who have a business need, such as TD employees, agents, and third party service providers. We may be required by law to share your Information with any regulatory or other governmental organisation, in any jurisdiction in which we operate due to the nature of our specific business in that regulator's jurisdiction.

TD may also add Information about you to its candidate database to manage the relationship between you and TD, and for the purposes of considering whether your profile is suitable for other job vacancies at TD. TD may also use publicly available sources such as LinkedIn or similar sites with professional purposes to source suitable individuals.



To verify whether you have the skills and experience, and to comply with local law, TD will undertake a variety of assessments and background checking processes. These may include on-line (some of which may be by automated means) or face to face selection assessments. If you are successful, in accordance with local law background checks may include, but are not limited to, credit reference and criminal record checks, address verification, academic qualifications and employment references. Please note that assessments and verifications may vary from one country to another.

If applicable, your Information may be shared, stored or accessed in Canada or other jurisdictions or countries as it relates to the recruitment process. TD and its third parties take steps to safeguard the security of your Information and process your Information to a standard commensurate with the appropriate privacy requirements in the jurisdictions within which TD operates.

If you are applying for a role in the USA please also read our [Equal Employment Opportunity Policy Statement](#).

It is important that the Information TD holds about you is accurate and current. Please keep us informed if your Information changes during your recruitment relationship with TD, by contacting us as per below. For your protection, you should not send Information to us over the internet (including via email) or through any unsecured channel.

TD has put in place procedures to manage any known or suspected data security breach and will notify you, and any applicable regulator, where it is legally required to do so. If you are aware of, or are the victim of, a suspected privacy breach in connection to your candidacy with TD, you should immediately contact us as per below.

### **Retention**

In order to respect your privacy and to protect your Information, TD will only collect, use, process and retain the Information it needs for the purposes described. The Information will be protected by safeguards appropriate to the sensitivity of the Information. It will be retained as long as it is necessary for the fulfillment of these purposes and is subject to the retention requirements of TD and applicable jurisdictional law.

### **Use of Third Party Services**

TD may in some cases engage third parties to complete all or part of the recruitment process for an individual or group of hires (e.g. an outside recruitment agency).

Third parties are required by contract to comply with TD privacy, confidentiality and security standards in order to protect your Information. The third party has agreed to only use your Information for the purposes described above and below.

TD's third party service providers include:

- IBM Kenexa for recruitment services and the collection and processing of candidate Information
- Symphony Talent for careers site services, which processes Information about prospective candidates, including providing updates on opportunities at TD
- SMG (Self Management Group) for online assessments
- First Advantage for background checks of candidates applying for roles in North America



- Xpera for background checks (criminal & credit) in international countries in which First Advantage cannot conduct searches
- HireRight for background checks of candidates applying for roles in Europe and Asia Pacific

### **Our use of Cookies**

A cookie is a small amount of data that is stored by your web browser when you visit certain websites. Cookies may be used to track the activities of your browser as well as provide you with a consistent, more efficient experience.

Please refer to the TD Online [Privacy Code](#) for more information about TD's use of cookies, how we handle the information we collect when you use our websites, what we may use cookies for and steps for managing your cookies.

### **How to contact us**

If you have any questions or concerns about this Talent Acquisition Privacy Statement, or if you wish to correct the Information gathered for the talent acquisition purposes described above, or to exercise your rights as an individual under applicable privacy laws please contact us at [TD.TDOpportunitiesTechSupport@td.com](mailto:TD.TDOpportunitiesTechSupport@td.com).

In accordance with the General Data Protection Regulation (GDPR), TD has designated a Data Protection Officer (DPO) to oversee compliance with this Talent Acquisition Privacy Statement within the European Economic Area (EEA) and with the GDPR generally. Solely for queries regarding compliance with the GDPR, the DPO can be contacted as follows:

Data Protection Officer

60 Threadneedle Street, London

EC2R 8AP

[PrivacyEuropeandAsiaPacific@td.com](mailto:PrivacyEuropeandAsiaPacific@td.com)

You also have the right under applicable privacy laws to make a complaint directly to the regulator at any time if you feel the processing of your Information, as directly related to your application and recruitment with TD, infringes the applicable privacy law. If you wish to make a complaint directly to the regulator please contact us at [TD.TDOpportunitiesTechSupport@td.com](mailto:TD.TDOpportunitiesTechSupport@td.com) to obtain details of the relevant regulator for your specific circumstances.

### **Changes to this Talent Acquisition Privacy Statement**

We reserve the right to update this Statement at any time. We will post the revised version on our Privacy Statement webpage and use other methods, as appropriate, to notify you either directly or indirectly. We may also notify you in other ways about the processing of your Personal Information.