

[EMEA Entities](#)**RECRUITMENT DATA PROTECTION NOTICE**

Effective: 1 August 2023

I. INTRODUCTION

One or more of the entities set out in [Appendix B](#) (being the legal entity/ies to which the applicant is applying) (the “Company”) has prepared this Recruitment Data Protection Notice (“Notice”) to outline their practices regarding the collection, use, storage, transfer and other processing of individually identifiable information collected from or about Applicants (“Personal Data”). “Applicant” means any individual who submits Personal Data or about whom Personal Data has been acquired in order to be considered for an actual or potential job vacancy or who attends or applies to attend a career event.

In the event this Notice is provided to an Applicant in a language other than English, any discrepancy, conflict or inconsistency between the two language versions shall be resolved in favor of the English version (subject to applicable law).

II. PERSONAL DATA COLLECTION AND PURPOSES OF USE

Good recruitment and talent management practices and the effective running of our business require the Company to collect, use, store, transfer and otherwise process certain Personal Data.

The Company collects Personal Data that is directly relevant to its business, required to meet its legal obligations, or otherwise permissible to collect under applicable law. Listed in [Appendix A](#) of this Notice are the categories of Personal Data that we collect and the purposes for which we use the data that we collect except where restricted by applicable law. We receive Personal Data from you and from other sources, such as referees, background check providers and public sources.

We collect and process Personal Data about you: (i) because we are required or permitted to do so by applicable law, (ii) because such information is necessary for the performance of your future contract of employment if successful at recruitment stage or in order to take steps at your request prior to entering into that contract, (iii) because such information is of particular importance to us and we have a specific legitimate interest under applicable law to process it (iv) where public interest requires it, (v) where the Personal Data is necessary for the establishment, exercise or defence of legal claims, or (vi) where necessary to protect the vital interests of you or another person.

The Company does not use the Personal Data of any Applicant for direct or indirect marketing purposes, except where the Company obtains the Applicant's express consent to do so and provides the Applicant with the subsequent right to object at any time and at no charge to the use of Personal Data for direct or indirect marketing purposes.

Sensitive personal data

The Company may collect and process certain special or other significant categories of Personal Data ("Sensitive Personal Data") about Applicants where required by applicable law, where necessary for the establishment, exercise or defence of legal claims, or, where necessary, the Applicant has provided explicit consent. Subject to applicable law, the Company may process information about:

- physical and/or mental health for the purposes of addressing potential workplace health, safety and accommodation issues and assessing absence data during the recruitment process
- criminal charges/convictions or unlawful behaviour for recruitment and pre-employment screening purposes and for the assessment of registration and licensing requirements
- Data related to sexual orientation, race and/or ethnic origin, gender, gender identity and gender expression, physical and/or mental health for purposes of reporting on diversity and inclusion statistics, complying with government reporting requirements, and/or other legal obligations
- biometric data, such as fingerprints and iris scans, for the purposes of electronic identification, authentication and corporate security, at secured Company premises

PERSONAL DATA ABOUT OTHER INDIVIDUALS

If an Applicant provides the Company with Personal Information about members of their family and/or other dependents and friends (e.g., individuals listed by Applicants as referees), it is that Applicant's responsibility to inform such individuals and obtain agreement that their data can be shared with the Company. Should the individual have any questions, please refer them to this Data Protection Notice and Section X for contact information.

If you are sharing information for an individual who is based in EEA, Switzerland or UK please provide them with a copy of this Data Protection Notice.

MEANS OF COLLECTION AND USE

During and in connection with the recruitment and talent identification process and in order to be considered for actual and potential job vacancies the Company may collect Personal Data directly from Applicants through the completion and submission of online application forms and profiles, through resumes or curricula vitae, or through interviews or other communications (both verbally and in writing) with Applicants. The Company may also collect Personal Data from other sources, including specialist third party providers of recruitment services and publicly available sources. Personal information will be collected to the extent permitted by applicable law and as appropriate for the actual or potential job vacancy or career event for which the Applicant is seeking to be considered.

Collection, use, processing, disclosure or international transfer of Personal Data may be by automated or manual means, including by hard-copy or soft-copy documents or other appropriate technology.

III. DATA STORAGE AND ACCESS BY COMPANY PERSONNEL

The Company maintains an automated record of the Personal Data of the Applicant. The Company may also maintain hard-copy records on Applicants. The Company maintains these records in a secure environment including in the Company's HR Information System and other applicant tracking systems. Personal Data may be stored in the Applicant's home jurisdiction and/or in other jurisdictions in which the Company has operations.

Where permitted by applicable law, access to Personal Data is restricted to those individuals who need such access for the purposes listed in [Appendix A](#), including but not limited to members of the Human Resources Department and the managers involved in the recruitment process, and to authorized representatives of the Company's internal control functions such as Compliance, Chief Administrative Office, Information Security, Corporate Security, Audit and Legal. Access may also be granted, on a strict need-to-know basis, to others where permitted by applicable law.

IV. DISCLOSURE AND INTERNATIONAL TRANSFERS OF PERSONAL DATA AND SENSITIVE PERSONAL DATA

Given the global nature of the Company's activities, the Company may (subject to applicable law and for the purposes described in this Notice) transmit Personal Data, including Sensitive Personal Data, to other Bank of America affiliates or operations located in other jurisdictions, including the United States or other jurisdictions where data protection laws may not provide an equivalent level of protection to the applicable law in the Applicant's home jurisdiction. A list of affiliates belonging to the Bank of America Corporation group is available upon request.

The Company may disclose in accordance with applicable law relevant Personal Data to certain third parties in connection with the provision of services to the Company. Where the processing of Personal Data is delegated to a third party data processor, such as those listed in [Appendix A](#), the Company will delegate such processing in writing, will choose a data processor that provides sufficient guarantees with respect to technical and organisational security measures, such as data protection and information security requirements, governing the relevant processing and will ensure that the processor acts on the Company's behalf and under the Company's instructions.

Personal Data also may be disclosed, where permitted by applicable law, in connection with a corporate restructuring, sale, or assignment of assets, merger, divestiture, or other changes of the financial status of the Company or any of its subsidiary or affiliated companies. Personal Data also may be released to protect the legitimate interests of the Company (unless this would prejudice the rights and freedoms or interests of the Applicant), or in the Company's judgement to comply with applicable legal or regulatory obligations and regulatory inquiries or requests.

If you are located in the EEA, the Company may transfer your Personal Data to countries located outside of the European Economic Area ("EEA"). Some of these countries are recognized by the European Commission as providing an adequate level of protection according to EEA standards (the full list of these countries is available [here](#)). With

regard to transfers from the EEA to other countries, we have put in place adequate measures, such as standard contractual clauses adopted by the European Commission to protect your information. Persons in the EEA may obtain a copy of these measures by following clicking [here](#).

V. SECURITY

The Company maintains appropriate technical and organisational measures designed to protect against unauthorised or unlawful processing of Personal Data and/or against accidental loss, alteration, disclosure or access, or accidental or unlawful destruction of or damage to Personal Data.

VII. ACCESS, PORTABILITY, RECTIFICATION AND SUPPRESSION, LIMITATION AND RESTRICTION OF PROCESSING AND ACCURACY OF PERSONAL DATA

Applicants are entitled to access Personal Data held about them (with the exception of any documents that are subject to legal privilege, that provide Personal Data about other unrelated individuals, or that otherwise are not subject to data subject access rights). Any Applicant who wishes to access his/her Personal Data or (where permitted under applicable law) request portability of their data should contact a member of the Global Talent Acquisition group using the contact information set out in Section X below.

To the extent required by applicable law, Applicants have the right to have inaccurate data corrected or removed (at no charge to the Applicant and at any time).

To assist the Company in maintaining accurate Personal Data, Applicants must ensure they keep their Personal Data up to date on the Company's online recruitment system or by informing the Global Talent Acquisition group via: internationaltalentacquisitionoperations@bofa.com. In the event that the Company becomes aware of any inaccuracy in the Personal Data it has recorded, it will correct that inaccuracy at the earliest practical opportunity.

To the extent available under applicable law, Applicants may also have the following rights (including but not limited to):

- to request a copy of Personal Data held by the Company (as part of an access request above);
- to request further information or complain about the Company's practices and processes regarding their Personal Data;
- to object to, withdraw consent to, restrict or request discontinuance of collection, use, disclosure and other processing of their Personal Data as described in this Notice and to request deletion of such Personal Data by the Company.

For all enquiries, Applicants should contact a member of the Global Talent Acquisition group using the contact information set out in Section X below. Under applicable law, in certain circumstances, the Company may be exempt

from or entitled to refuse the above requests or rights. Certain additional terms and conditions may be applicable to process requests or rights, such as requiring communications to be in writing or requiring proof of identity.

VIII. MODALITIES OF THE PROCESSING AND DATA RETENTION

The processing of Personal Data is carried out with the aid of manual and electronic tools.

The Company will maintain your Personal Data for as long as it is required to do so by applicable law or for as long as necessary for the purpose(s) of use and processing in Section II, whichever is longer (“Initial Retention Period”). With the exception of the countries listed below, if your application is unsuccessful your Personal Data will be retained for an Initial Retention Period of 6 months.

In addition the Company will, with your consent, retain your Personal Data after the expiry of the Initial Retention Period in its talent management database so that it may contact you with details of suitable positions that arise and which may be of interest to you. If you do not wish the Company to retain your Personal Data in its talent management database after the expiry of the Initial Retention Period you may request that your Personal Data be deleted. You may make this request at any time, but your request will not be actioned until the Initial Retention Period has expired. With the exception of the countries listed below, if your application is unsuccessful, unless you do not consent to your Personal Data being retained by the Company in its talent management database or you subsequently request that your Personal Data be deleted, your Personal Data will be retained for a total of 2 years after the date of last recorded contact with you.

Any maximum storage term set forth by applicable law will prevail. The Company will delete Personal Data after the applicable retention period.

Country	Period of retention
Germany	6 months
Netherlands	1 year

If your application is successful, your application is retained as part of your personnel record.

IX. OTHER RIGHTS AND CONSEQUENCES

To ensure good recruitment and talent management practices and the effective running of the Company’s business, it is mandatory for the Company to collect, use, store, transfer and otherwise process the Personal Data marked with an asterisk in [Appendix A](#) (unless otherwise indicated during the application process). It is voluntary for Applicants to provide other types of Personal Data and information about themselves.

To the extent available under applicable law, Applicants have the right to object to the collection, use, storage, transfer or other processing of Personal Data as described in this Notice, the right to withdraw consent to or request

discontinuance of collection, use, storage, transfer or other processing of Personal Data as described in this Notice, and to request deletion of such Personal Data. However, objections to the collection, use, storage, transfer or other processing of Personal Data, withdrawals of consent, requests for discontinuance and requests for deletion may affect the Company's ability to consider an Applicant for an actual or potential job vacancy or career event and to process a related application for employment to the extent that the purposes set out in this Notice cannot be achieved.

Any Applicant who wishes to object to the collection, use, storage, transfer or other processing of Personal Data as described in this Notice, to withdraw consent, to request discontinuance or to request deletion should contact a member of the Global Talent Acquisition group using the contact information set out in Section X below.

Under applicable law, in certain circumstances, the Company may be exempt from or entitled to refuse the above requests or rights. Certain additional terms and conditions may be applicable to process requests or rights, such as requiring communications to be in writing or requiring proof of identity.

X. QUESTIONS

Should any Applicant have any questions, concerns or complaints about this Notice, please contact a member of the Global Talent Acquisition group via: internationaltalentacquisitionoperations@bofa.com

The Company will make every effort to resolve any questions, concerns or complaints promptly and in accordance with applicable law.

You may have the right to lodge a complaint with the Data Protection Authority in your country.

A list of data protection authorities for the EU is available at <https://ec.europa.eu/newsroom/article29/items/612080>. The Swiss data protection authority is the Federal Data Protection and Information Commissioner and the UK data protection authority is the Information Commissioners Office.

In certain countries, if you have additional queries about the way in which the Company processes your Personal Data more broadly) you may contact your local Data Protection Officer using the following contact details:

For Germany, email:

DatenschutzBAMLFrankfurt@bofa.com

For EU, South Africa, Switzerland, U.A.E and UK, email:

DPO@bofa.com

For Switzerland, mailing address:

Franck Bessoles. C/o Nicole Busslinger-Roch, Bank of America Europe Designated Activity Company, Dublin, Zurich Branch, Stockerhof, Stockerstrasse 23, Zurich, 8002, Switzerland

XI. CHANGES TO THIS NOTICE

The most up-to-date Notice is posted to the Bank of America Careers Website.

XII. JURISDICTION-SPECIFIC CLAUSES

France: Under French law, in addition to the above, individuals shall have the right to set guidelines regarding the retention, erasure and disclosure of their Personal Data after their death.

Germany: As per government taxation reporting purposes, all individuals hired within Germany will be asked their religious beliefs. This data will be treated as sensitive personal data and the standard procedure for this data classification will be applied.

United Arab Emirates: With regards to transfers from the DIFC to other countries, we have put in place suitable safeguards, such as standard contractual clauses, adopted by the DIFC to protect your information. Applicants in the DIFC may obtain a copy of these measures by following these links:

<https://www.difc.ae/business/operating/data-protection/adequate-data-protection-regimes/>

South Africa: Under South African law, the Company will be deemed to be the responsible party (i.e. the Data Controller as set out in this Notice) in respect of the processing of Personal Data. Where Personal Data is transferred by the Company outside of South Africa, the Company will (i) address any applicable requirement to assure an adequate level of data protection before transferring Personal Data by assuring the implementation of binding corporate rules or the execution of appropriate data transfer agreements conforming to the European Union Standard Contractual Clauses. In terms of POPIA, Applicants are entitled to approach the South African courts and can lodge a complaint with South Africa's information regulator in respect of any alleged interference with the protection of their Personal Data. The contact details of South Africa's information regulator are as follows:

Physical address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Email address: complaints.IR@justice.gov.za

Appendix A

“We” or “our” refer to BofA legal entities that are data controllers under GDPR; “you” or “yours” refers to the applicant.

The table below contains the purpose for which we may process your personal data, the types of processing activities that may take place and the category of personal information that would be used for such processing, as well as the legal basis for the processing. More information is listed below the table about the personal information categories.

Purpose	Reasons for processing	Personal Information Categories	Legal Basis (for EU/UK) (Legal obligation, Legitimate interest, Consent)
<i>Recruitment/Applicant information</i>	Employment history*; Employer name*; language(s) spoken*; previous compensation*; Pre-employment references, voice and video recording	<ul style="list-style-type: none"> • Applicant information • Job history • Visa/Citizenship • Contact details 	<ul style="list-style-type: none"> • Compliance With A Legal Obligation
<i>Employment and Job Information</i>	Internal reporting and data analytics	<ul style="list-style-type: none"> • Applicant information • Contact details • Job title and/or position and description of responsibilities/duties • Location • Band/seniority • Job information 	<ul style="list-style-type: none"> • Legitimate Interest
<i>Personal Demographic Information</i>	Internal reporting and data analytics, relating to diversity and inclusion	<ul style="list-style-type: none"> • Contact Details • Date and birth place • Gender • Name • Drivers License 	<ul style="list-style-type: none"> • Compliance With A Legal Obligation
<i>Diversity and Inclusion</i>	Internal reporting and data analytics, relating to diversity and inclusion	<ul style="list-style-type: none"> • Gender • Gender identity • Gender expression, • Socio-economic background 	<ul style="list-style-type: none"> • Compliance With A Legal Obligation
<i>Visa/ Citizenship Details</i>	Visa processing requests	<ul style="list-style-type: none"> • Contact Details • Visa status details 	<ul style="list-style-type: none"> • Compliance With A Legal Obligation
<i>Contact Details</i>	Recruitment activity processing and emergency contact detail if required	<ul style="list-style-type: none"> • Contact details 	<ul style="list-style-type: none"> • Compliance With A Legal Obligation
<i>Expenses</i>	Reimbursement of costs incurred for recruitment process where applicable	<ul style="list-style-type: none"> • Contact details • Bank details 	<ul style="list-style-type: none"> • Compliance With A Legal Obligation • Performance of a Contract
<i>Applicant Administration</i>	Applicant tracking records and query management records*; voice recording and video recording; Reference letters; query management records	<ul style="list-style-type: none"> • Contact details 	<ul style="list-style-type: none"> • Compliance With A Legal Obligation
<i>Absence Data</i>	Absence detailse.g. sickness	<ul style="list-style-type: none"> • Contact details 	<ul style="list-style-type: none"> • Compliance With A Legal Obligation

Purpose	Reasons for processing	Personal Information Categories	Legal Basis (for EU/UK) (Legal obligation, Legitimate interest, Consent)
<i>Attendance Data</i>	Working Time Directive Details	<ul style="list-style-type: none"> • <i>Contact details</i> 	<ul style="list-style-type: none"> • <i>Compliance With A Legal Obligation</i>
<i>Physical Security and Life Safety Data</i>	Swipe card entry data; CCTV; photograph (Security ID Card where applicable); accident and incident reporting; Biometrics	<ul style="list-style-type: none"> • <i>Contact details</i> 	<ul style="list-style-type: none"> • <i>Compliance With A Legal Obligation</i>
<i>Compensation</i>	Reporting and data analytic purposes	<ul style="list-style-type: none"> • <i>Job information</i> • <i>Contact details</i> • <i>Compensation Information</i> 	<ul style="list-style-type: none"> • <i>Compliance With A Legal Obligation</i>
<i>Education and Training</i>	Academic and educational record*, professional qualifications* and memberships; professional training* Qualifying suitability for opportunities within the Bank	<ul style="list-style-type: none"> • <i>Job information</i> • <i>Contact details</i> • <i>Academic and educational record</i> • <i>professional qualifications* and memberships</i> • <i>; professional training*</i> 	<ul style="list-style-type: none"> • <i>Compliance With A Legal Obligation</i> • <i>Performance of a Contract</i>
<i>Regulatory Data (where applicable):</i>	Reporting and data analytic requirements for regulated functions	<ul style="list-style-type: none"> • <i>Licenses and certifications</i> • <i>financial or other regulatory registration*</i> 	<ul style="list-style-type: none"> • <i>Compliance With A Legal Obligation</i>
<i>Sensitive Personal Data</i>	Required to make reasonable adjustments in the Recruitment Process criminal charges/convictions or unlawful behaviour for recruitment and pre-employment screening purposes and for assessment of registration and licensing requirements, biometric data, such as fingerprints and iris scans, for the purposes of electronic identification, authentication and corporate security, at secured Company premises	<ul style="list-style-type: none"> • <i>Information regarding physical and/or mental health</i> • <i>sexual orientation, race and/or ethnic origin</i> 	<ul style="list-style-type: none"> • <i>Compliance With A Legal Obligation</i>

The Categories of Personal Data We May Collect, Use, Transfer and Disclose, unless restricted by applicable law:

- **Business Travel Information:** Visa details, travel logs, and itineraries
- **Compensation Information:** Previous compensation, base salary, market rates, incentive payment(s), stock options and allowances
- **Diversity and Inclusion Data:** Race*, ethnicity*, veteran status, age, disability status, citizenship, nationality, sexual orientation*, gender, gender identity, and gender expression. (*Sensitive Personal Information)
- **Employment Information:** Employment dates, termination details, query management records, flexible working requests
- **Image/ Video/ Voice Recording:** Video recording, CCTV, photograph, voice recording/data

- **Information you provide about Family and Friends:** Dependent full names and date(s) of birth, emergency contact details, name and age of child/children collected through parents or guardians attending events, dietary requirements of individuals attending an event
- **Job Information:** Job title and/or position and description of responsibilities/duties, job family, location, band/seniority, Employee Identifiers (e.g., Person Number), department, line and sub-line of business, local Company entity name, cost centre information, supervisor/manager/team lead name and contact information, reporting structure, work contact information
- **Outside Business Activities:** Details of outside business activities and directorships (where relevant for employment-related purposes)
- **Personal Contact Information:** Address, Telephone, email, full address
- **Signatures:** Including digital images and physical copies
- **Skills and Qualifications:** Pre-employment references, employment history, language(s) spoken, reference letters, academic record, professional qualifications and memberships, professional training, company internal training, licenses and certifications, financial regulatory registration, areas of expertise general management experience, leadership behavior
- **Talent and Succession Planning Data:** Mobility preferences, date assigned to a talent pool, talent pool name and description, strengths, and development needs
- **Virtual or In Person Events Data:** Speaker biographies, travel details, spouse/partner name, special assistance needs of individuals attending an event, name and age of child/children collected through parents or guardians, dietary requirements of individuals attending an event
- **Visa/ Citizenship Information:** Work eligibility status, entitlement to residency, citizenship, visa details, passport details

Third Parties With Whom We May Share Personal Information

To the extent permitted by applicable law and as appropriate to achieve the purposes described in this Notice, Personal Data may be disclosed by the Company as outlined in the table below and, where applicable, in accordance with Section XI. "Jurisdiction Specific Clauses" of this Notice.

<i>Categories of Third Parties and Reasons for Processing</i>	<i>Personal Information Categories</i> Any of the Personal Information Categories listed in this notice may be shared with these recipients unless restricted by applicable law, including	<i>Destination Countries</i>

<p>Service Providers: Companies that provide products and services to the Company in the countries in which the Company operates, such as Recruitment Activities and Background Checks</p>	<ul style="list-style-type: none"> • Talent and Succession Planning Data • Skills and Qualifications • Confidential Unique Identifiers • Diversity and Inclusion Data • Work Performance/ Development Information • Compensation Information • Employment Information • Job Information • Outside Business Activities • Personal Contact Information • Information you provide about Family and Friends • Business Travel Information • Signatures 	<p>Globally where we have presence - Bank of America Locations</p>
<p>Public and Governmental Authorities: Entities that regulate or have jurisdiction over the Company in the countries in which the Company operates, such as regulatory authorities, law enforcement, public bodies, licensing and registration bodies, judicial bodies and third parties appointed by such authorities</p>	<ul style="list-style-type: none"> • Visa/ Citizenship Information • Outside Business Activities 	
<p>Where appropriate, the Company will offer and receive reasonable assistance from third parties (such as service providers) in order to respond to data subject access requests</p>	<ul style="list-style-type: none"> • Personal Contact Information 	
<p>Event Vendors: Event vendors, organizers, speakers, volunteers, contractors, and sponsors to facilitate events</p>	<ul style="list-style-type: none"> • Image/ Video/ Voice Recording • Virtual or In Person Events Data 	

Appendix B

Country	Legal Entity
Belgium	BANK OF AMERICA EUROPE DAC, BRUSSELS BRANCH
France	BANK OF AMERICA EUROPE DAC, FRANCE BRANCH BOFA SECURITIES EUROPE SA
Germany	BAL GLOBAL FINANCE (DEUTSCHLAND) GMBH BANK OF AMERICA EUROPE DAC, FRANKFURT BRANCH BANK OF AMERICA, N.A. - FRANKFURT BRANCH
Greece	BANK OF AMERICA EUROPE DAC, ATHENS BRANCH
Ireland	BANC OF AMERICA LEASING IRELAND CO., LIMITED BANK OF AMERICA EUROPE DAC FDS FINANCIAL DATA SERVICES LIMITED
Israel	MERRILL LYNCH ISRAEL LIMITED
Italy	BANK OF AMERICA EUROPE DAC, FILIALE DI MILANO
Netherlands	BANK OF AMERICA EUROPE DAC, AMSTERDAM BRANCH
Saudi Arabia	MERRILL LYNCH, KINGDOM OF SAUDI ARABIA COMPANY
South Africa	MERRILL LYNCH SOUTH AFRICA PROPRIETARY LIMITED
Spain	BANK OF AMERICA EUROPE DAC, ESPANA BRANCH

	MERRILL LYNCH CAPITAL MARKETS ESPANA, S.A., S.V.
Sweden	BANK OF AMERICA EUROPE DAC, STOCKHOLM BRANCH
Switzerland	BANK OF AMERICA EUROPE DAC, ZURICH BRANCH
Turkey	BANK OF AMERICA YATIRIM BANK A.S. (Turkey)
United Arab Emirates	MERRILL LYNCH INTERNATIONAL - DIFC BRANCH
United Kingdom	BAL GLOBAL FINANCE (UK) LIMITED
	BANK OF AMERICA EUROPE DAC, LONDON BRANCH
	BANK OF AMERICA, N.A. - LONDON BRANCH
	MERRILL LYNCH INTERNATIONAL (1) (OC 3322)
	ML INVEST HOLDINGS