

Privacy Policy

Effective Date: 9/16/2025

1. Introduction

At **Anone**, we are committed to protecting the privacy and confidentiality of candidate information. Because we work closely with financial institutions, we apply the highest standards of data protection, security, and compliance in line with industry regulations. This Privacy Policy explains how Anone collects, uses, stores, and protects your personal information during the recruitment process.

By applying to our job postings, you acknowledge and agree that your personal information will be collected, stored, and archived in Anone's database. Your profile may also be considered for future opportunities that match your qualifications.

2. Information We Collect

We may collect the following types of personal information:

- **Identification details:** full name, address, date of birth, national ID/passport number, and contact details.
- **Professional information:** resume, employment history, academic records, professional qualifications, references.
- **Background verification data:** credit checks, criminal record checks, and employment verification when required by our clients.
- **Supporting documents:** certifications, licenses, or compliance-related records (e.g., risk, or finance-related certifications).
- **Other information:** any details shared during interviews or assessments.

3. How We Use Your Information

Your information will only be used for legitimate business and compliance purposes, including:

- Assessing your suitability for positions with Anone or our clients.
- Conducting background and compliance checks as required by our clients.
- Communicating with you throughout the recruitment process.
- Meeting contractual, legal, and regulatory obligations.
- Considering you for future opportunities (with your consent).

4. Storage and Security

Anone takes security seriously and implements strict measures to protect your data:

- Secure databases.
- Encryption of sensitive records and secure transfer methods.
- Confidentiality agreements with all staff and third-party providers.
- Compliance with banking industry security requirements.
- Regular monitoring and policy reviews.

5. Data Retention

- **Successful candidates:** data may be retained and incorporated into your employee record.
- **Unsuccessful candidates:** data will be securely stored, unless you request deletion.
- **Regulatory obligations:** certain information may be retained longer to comply with financial-sector regulations.

6. Sharing of Information

We may share your information only when necessary and under strict safeguards:

- With authorized Anone staff involved in the recruitment process.
- With our clients to complete the hiring process.
- With accredited third-party providers, such as background screening agencies.
- With regulators or legal authorities, when legally required.

7. Your Rights

As a candidate, you have the right to:

- Access the personal data we hold about you.
- Request corrections to inaccurate or incomplete data.
- Request deletion of your personal data (subject to compliance obligations).
- Withdraw consent for future processing, where applicable.

8. Compliance and Regulatory Standards

As Anone provides recruitment services to the banking industry, our data protection practices follow:

- Applicable data protection laws [insert: e.g., GDPR, PIPEDA, LGPD, or local regulations].
 - Banking and financial industry compliance requirements.
 - International standards for data security and privacy (e.g., ISO 27001, if applicable).
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9. Updates to This Policy

Anone may update this Privacy Policy from time to time. Updates will be published on our website or communicated directly to candidates when required.

