WHO WE ARE?

TBI Bank EAD ("the Bank", “TBI”, "We", "Us") is a banking institution incorporated under the laws of the Republic of Bulgaria, UIC 131134023, with headquarter and registered address in Sofia, 52-54 "Dimitar Hadjikotsev" Str., controller of your personal data in the recruitment process.

WHAT PERSONAL DATA WE WILL NEED WHEN YOU ARE APPLYING FOR A JOB?

We ask you to provide your full name, telephone number, address, email address, education, qualifications, skills, language proficiency, work experience, former employers, positions occupied and a photo. We may review your publicly available information on professional social media.

In case, you apply for a job in TBI through a recruitment agency, we may collect your resume from the recruitment company acting as independent data controller or processor, based on agreements that we have with them.

In case you refuse to provide your personal data, or the data provided is incorrect, it will not be possible for us to examine your application to enter an employment relationship with TBI.
Please note that the Bank reserves the right to perform further due diligence and verification of the facts and information contained in any voluntarily provided references.

WHAT PERSONAL DATA WE WILL NEED POST YOUR JOB OFFER ACCEPTANCE AS A PART OF THE ONBOARDING PROCESS?

In order to take our final decision for signing an employment contract and to fulfill the statutory obligations arising thereof we have to process the following additional personal data of the selected applicants: • Personal identification number [EGN] (personal/official number – for aliens) • Data from identity papers (ID card number, date of issue, place of issue); • We will also require originals or copies of the following documents – diplomas for graduation, certificates for additional qualifications or references, if any • Medical Certificate • Additional health data that you want to share in case of specific circumstances; • For certain positions, we will ask you to show us your criminal record certificate, however we will not keep this document • We may look at your past and current engagement experience with TBI.

WHY WE NEED YOUR PERSONAL DATA AND FOR WHAT PURPOSES IT WILL BE USED?

We collect and use your data for the following purposes:

- For contact, assessment and feedback on your application, as well as for providing you a potential job offer.
- Processing your application for future selection campaigns if you haven’t explicitly objected to it.
- For providing healthy conditions at your potential workplace.
- If you visit us in our office/s, please know that we have video surveillance systems to ensure the security of our premises.

HOW IS YOUR DATA GOING TO BE PROCESSED?

Your data will be processed by manual and automated means, but the Bank will not use your data for automated decision-making or profiling. No sensitive personal data, such as ethnic origin, political opinions, religious or philosophical beliefs will be needed.

WHAT ARE THE LEGAL BASES FOR PROCESSING OF YOUR DATA?

We need your data to examine your application for concluding a labor agreement with us and complying with the applicable labor legislation. When your application is reviewed by the designated experts of a group subsidiary, we will rely on our legitimate interests while fully respecting your rights and legitimate interests.

WHAT ARE THE POSSIBLE RECIPIENTS OF YOUR DATA?

Your personal information will be processed by authorized employees of the Bank and/or Banking Group (TBI Bank EAD Sofia – Branch Bucharest and TBI Bank EAD Sofia – Branch Greece), in which case the dedicated employees will be granted with access to the needed for the position data. In some cases, access to your data may also be carried out by consultants of the Bank outside EEA in full compliance with the requirements of the GDPR for data transfer. Access to your data may be granted to our recruitment software provider with which we have respective agreements for data processing of job applicants.

Your personal information will not be disclosed to third parties unless explicitly required by law.

FOR HOW LONG YOUR DATA WILL BE PROCESSED?

If you are not employed at TBI Bank, we will keep your data for a maximum period of six (6) months. In this period your data may be used for further staff selection procedures if a suitable position for you opens in the Bank. If your profile is suitable for the new vacancy, we will use your contact information to contact you to check if you are keen to discuss it further.

You can object to that processing of your data at any time by contacting our recruitment team at careers@tbibank.bg.
After the six (6) months from the original date of submission of your personal data, all copies of your resume and documents, will be deleted in a secure manner.

WHAT ARE YOUR RIGHTS REGARDING YOUR DATA AND HOW YOU CAN EXERCISE THEM?

In relation to your personal data, you have the following rights (some of them may depend on additional conditions defined in the legislation): right of access to the personal data; the right to request rectification of inaccurate personal data related to you; right to request restriction of processing of personal data related to you; right to object to the processing of your personal data – when it is based on the legitimate interest of the employer; the right to request the erasure of personal data related to you ("the right to be forgotten") – in cases where there is no legal basis for us to continue storing them; the right to file a complaint with the supervisory authority in case your rights have been violated or you have suffered from unlawful processing of your personal data (the supervisory authority for the protection of personal data in Bulgaria is the Commission for Personal Data Protection, with address "Tsvetan Lazarov" Blvd. No. 2, city of Sofia, p. k. 1592).
You can contact us at www.tbibank.bg or the data protection officer at TBI Bank at dpo@tbibank.bg.

This Information related to personal data processing for job applicants was last updated on 30th September 2026.