

APPLICANT PRIVACY NOTICE

Version – 1.0

The Credit Information Bureau of Sri Lanka (herein after referred to as “CRIB”), which was established by the Credit Information Bureau of Sri Lanka Act No 18 of 1990, as amended is an independent statutory body and a public - private partnership with the Monetary Board of the Central Bank of Sri Lanka holding the majority of equity. The rest of the shares are divested among other shareholder members of the CRIB.

Safeguarding your privacy is the topmost priority for us. This Applicant Privacy Notice describes the data collection modes, the type of personal data to be collected, the purpose of collecting data and with whom the data will be shared or revealed. Please take the time to carefully review this Applicant Privacy Notice before sharing any personal data with us.

Note that this Applicant Privacy Notice has been revised to comply with the requirements of Personal Data Protection Act (PDPA) No. 09 of 2022, as amended.

The use of this website signifies your understanding and acceptance of the terms of this Privacy Notice. This Privacy Notice is incorporated into, and part of, the CRIB Website Terms and Conditions, which govern your use of this website.

1. Who is the Data Controller?

A data controller, as defined by the PDPA, is any natural or legal person who shall alone or jointly with others determines the purposes and the means of processing personal data. As per the applicable data protection laws and regulations, CRIB (as described above) is considered as the Data Controller.

Contact details of the data controller is mentioned under the section “How can you contact us?” of this Applicant Privacy Notice.

2. What personal data will be collected?

We will collect and process various types of personal data and/ or sensitive personal data about you as follows:

- Basic personal details (such as Full name, Gender, Date of Birth, Citizenship, Address, etc.)
- National Identity Card/Passport/ Driving License Details

- Contact details (e.g. Mobile No., Email address, address etc.)
- Educational & Professional Experience & affiliations
- Employment details (e.g. Employment, Employer details etc.)
- Business Activities (e.g. Profession, Business details etc.)
- Financial Details (e.g. Credit/Debit Card & Bank Account Details etc.)
- Identification checks & background vetting
- Photographic and video information (such as photos, CCTV etc.)
- Other Information (e.g. Family, Lifestyle, Social Circumstances, etc.)
- Any Criminal Convictions
- Genetic or biometric data

3. What are the purposes and legal basis for processing personal data?

We will process your personal data only on the legal basis mentioned under the PDPA in order;

- To process your application for employment with us (e.g. to prepare the personal file, assess and evaluate you etc.)
- For analyzing and improving the recruitment process
- For future employment opportunities (where your application was unsuccessful)
- To comply with other legal obligations (e.g. under CRIB Act, tax, accounting etc.)
- for fraud prevention and detection
- for other legitimate interest of the Data Controller
- for any other processing which you have specifically consented to

For the purposes indicated above, we will process personal data pertaining to you as receive;

- directly from you;

Where we undertake automated individual decision-making, including profiling, this Applicant Privacy Notice will be updated to disclose the underlying logic applied in reaching such decisions, together with the significance and the anticipated consequences of the processing for you.

4. Who will have access to your personal data?

We shall ensure that your personal data is processed in a manner consistent with the purposes specified above.

For the stated purposes, your personal data may be disclosed to below parties;

- Members of the Human Resources Department
- Interviewers involved
- Senior Management
- Recruitment approving authorities
- Third party HR service providers (background verification,)

For the stated purposes, we may also share your personal data with the following parties who operate as data processors who will ensure appropriate technical and organizational measures are in place;

- Technical Consultants (e.g. identification checks and background vetting institutes, postal services etc.)
- Lawyers/ Law firms
- Service companies (e.g. IT, document management, system vendors etc.)

Finally, we may share your personal data in the following instances:

- To comply with applicable legal or regulatory requirements through disclosures to law enforcement authorities, governmental agencies, and regulatory bodies.
- In connection with any proposed or actual restructuring, merger, acquisition, joint venture, assignment, transfer, or other disposition of all or part of our business, assets, or shares (including in the context of insolvency or similar proceedings).

We will refrain from disclosing your personal data to any party who are not authorized to process your personal data.

5. Where will my personal data be processed?

Your personal data may be processed locally and overseas on a need-to-know basis by the parties identified above. We shall implement contractual safeguards to ensure confidentiality and security in accordance with applicable data protection laws and regulations. Disclosure of your personal data will not be made to any party lacking proper authorization to process such information.

In the event of a cross-boarder data transfer, we will ensure to follow the requirements mentioned under the PDPA.

6. What are your rights in respect of your personal data?

Where permitted by applicable law or regulation, you have the right to:

- Access your personal data held about you (Section 13 of the PDPA)

- Withdraw your consent at any time where your personal data is processed with your consent (Section 14 of the PDPA);
- Request the Data Controller to refrain from further processing your personal data where such processing is based on the grounds specified in item (e) of (f) of Schedule I or item (f) of Schedule II of the PDPA (Section 14 of the PDPA);
- Rectify or complete your personal data to ensure accuracy (Section 15 of the PDPA);
- Erase your personal data from our records if it is no longer needed for the purposes indicated above (Section 16 of the PDPA);
- Request to review any decision based solely on automated processing (Section 18 of the PDPA)
- File a complaint with us and/or the relevant Data Protection Authority (item (k) of Schedule V of the PDPA)

In order to exercise the above rights, pls download the form named 'Data Subject Rights Request form – Prospective Employees, Individual Vendors' from our Website [[Downloads](#) | [Credit Information Bureau of Sri Lanka](#)].

7. How can you object to the processing of your personal data?

Subject to the applicable law or regulation, you are entitled to object to the processing your personal data. Upon receiving such request, we will cease processing your personal data unless otherwise permitted under relevant legal framework. This right may be exercised in the same manner as your other rights described above.

8. How long do we keep your personal data?

We will retain your Personal Data solely for the period necessary to accomplish the purpose for which it was the purposes for which the data was collected for or to comply with the legal obligations. Your personal data will not be preserved beyond the period of necessity and shall be maintained exclusively for the purposes for which was originally obtained.

If your application for employment is successful, your personal data will be processed according to the Employee Privacy Notice, which is issued to all employees.

9. What are the consequences of not providing your personal data?

- May prevent us from processing your application
- May hinder our ability to respond to your requests.
- May restrict or block access to certain features on our website, links, or digital platforms.

- May prevent us from providing you with updates on offers and vacancies etc.
- May result in your exclusion from invitations to interviews and communications etc.
- May impair our ability to maintain effective communication with you.
- May constitute non-compliance with applicable laws or regulations requiring the collection of such personal data.

10. How can you contact us?

You can contact us by any of the following means:

- Via Post;
Data Protection Officer
Data Protection Department
Credit Information Bureau of Sri Lanka,
No. 201, Sir James Peiris Mawatha,
Colombo 02, Sri Lanka
- Via Phone;
0112 13 13 38
- Via email;
Privacy@crib.lk

11. How often do we update this Applicant Privacy Notice?

This Privacy Notice is reviewed on a regular basis. However, CRIB reserves the right to at its discretion, to change this Applicant Privacy Notice at any time without prior notice. The caption "Last Updated" at the bottom of this Applicant Privacy Notice indicates the date on which the most recent updates were made to this Notice. Any changes to this Applicant Privacy Notice will become effective upon posting of the revised content on this site. Your use of the site following these changes signifies your acknowledgement and acceptance of this revised Applicant Privacy Notice. We encourage you to check this Applicant Privacy Notice from time to time when you use this website to keep yourself informed of the most recent revisions to this Applicant Privacy Notice.

Last updated – 15th June 2026