



## Privacy Statement Pre-Employment Screening

Please read our privacy statement (“**Privacy Statement**”), which applies to TNT’s Pre-Employment Screening (defined below) performed for the benefit of TNT Express B.V. and its affiliates, (collectively, “**TNT**”, “**we**”, “**our**”, or “**us**”). This Privacy Statement is effective as of September 13, 2016 and sets out how we deal with your personal data obtained from you. We respect the privacy of our employees and customers and are mindful of their privacy rights under applicable law, including laws implementing the EU Data Protection Directive.

### MISSION STATEMENT

Our employees are part of a global family working in a fair, open and trusted environment. It is important for us to ensure that new employees joining TNT have a strong commitment to our shared values. We therefore reserve the right to ask all candidates in the final stages of recruitment to undergo a Pre-Employment Screening. Our approach to Pre-Employment Screening is based on the principles of transparency, mutual respect and is conducted in line with all applicable regulations.

### 1. WHAT INFORMATION IS PROCESSED AND WHAT IS IT USED FOR?

We screen our future employees in order to determine the candidate’s integrity, and thus the candidate’s reliability. We do that by checking certain matters relating to your future position by assessing:

- whether your employment at TNT will violate any applicable laws;
- whether your employment at TNT exposes TNT to any financial, legal or other risks;
- whether your representations to us regarding your employment history and educational background have been truthful.

The above mentioned assessment is further referred to as “**Pre-Employment Screening**”.

We will conduct a Pre-Employment Screening on the basis of the information you provide to us by verifying the accuracy of such information with third parties or on the basis of information obtained through public or private third party sources. Such information may include your personal data, which we shall refer to in this Privacy Statement as “**Your Data**”.

For the purpose of the Pre-Employment Screening, we (may) process the following information, depending on the position you have applied for:

- Proof of ID
- Diplomas / Education
- Work experience
- Integrity (personal) declaration
- Self-employment check (Declaration of Independent Contractor Status, VAT, Chamber of Commerce)
- Certificate of Good Conduct (CGC)
- Internet profile / online profile
- Sector-specific registrations
- Job-specific registers
- Customized checks (e.g. code of conduct, secrecy, uploading of salary slip, etc.)

In the course of your Pre-Employment Screening, we may process records containing your sensitive personal data; specifically data relating to any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or sentence of any court of such proceedings, for example:

- Creditworthiness, consisting of:
  - Payment behaviour
  - Business information
  - Civil law judgments (insolvency register)
  - Guardianship register
- Sanction lists (EU/USA/etc.)
- Criminal records (where allowed)

## **2. WITH WHOM DO WE SHARE YOUR DATA?**

Select members of our staff will be able to access Your Data and any reports of the Pre-Employment Screening for the purposes set out above. If we provide access to Your Data to our staff we require them to keep Your Data strictly confidential.

Your Data will also be made available to The Risk Advisory Group plc in order to perform a Pre-Employment Screening. The Risk Advisory Group plc is a company based in the United Kingdom, and our dedicated provider of Pre-Employment Screening services for selective employees. For the purpose of these Pre-Employment Screenings, we will act as the Data Controller and The Risk Advisory Group will act as a Data Processor. This means that during the process of your Pre-Employment Screening, the Risk Advisory Group plc will process Your Data on our behalf.

We may also disclose Your Data to government officials if such disclosure is required by law or court order.

## **3. WHERE IS YOUR DATA TRANSFERRED TO AND HOW WE KEEP IT SECURE?**

Your Data may be transferred to or from countries worldwide where the laws may not be equivalent to your country of residence; an example would be if we would need to check your credentials or diplomas abroad. However, we take reasonable steps to safeguard your privacy.

We require our service providers and vendors, including but not limited to the Risk Advisory Group plc, to take appropriate technical and organizational measures to safeguard your privacy. However, no method is 100% secure. While we strive to use adequate means to protect Your Data, we cannot guarantee its absolute security.

## **4. ACCESS RIGHTS AND PREFERENCES**

Where permitted by local law and upon proper identification, you may always contact us to review Your Data, update Your Data, request deletion, or refuse to allow further collection or use of Your Data. We will respond to that request in line with local laws.

## **5. CONTACT US**

If you have any questions or concerns on TNT's Pre-Employment Screening, please do not hesitate to contact us.

TNT Express BV  
Human Resources Department  
Attn: Patrick Kalmeijer  
Taurusavenue 111  
2132 LS Hoofddorp  
The Netherlands