



CANDIDATE PRIVACY NOTICE

Your trust matters to us. That's why we protect your personal data and use it responsibly throughout your employment with FedEx Express International B.V. and its operating groups, subsidiaries and divisions, including any TNT company ("**FedEx**").

At FedEx, we are committed to protecting your privacy and the security of your personal data. FedEx has created this candidate for employment privacy notice ("**Candidate Privacy Notice**") to explain how FedEx collects and uses personal data, which is any information that relates to an identified or identifiable natural person ("**Personal Data**").

Last update: July 2020.

When this Candidate Privacy Notice mentions "FedEx", "we", "us", or "our", FedEx is referring to the FedEx company that is deciding on the purposes and means of the processing of your Personal Data under this Candidate Privacy Notice. Your Personal Data is controlled by the local FedEx company that you applied with. Notwithstanding the local application process, FedEx also maintains international systems for which FedEx Express International B.V. having its headquarters in Hoofddorp, The Netherlands (for Europe) and/or FedEx Corporation, having its headquarters in Memphis, United States (for global), will control your Personal Data.

Contact information

If you have any questions regarding the processing of your personal data in Poland you can contact your local FedEx company directly, which is available to deal with requests for information, applications or complaints.

FedEx Express Poland sp. z o.o., ul. Annopol 19 in Warsaw (03-236), email: pl.iod@fedex.com

Notwithstanding your right to contact the local FedEx company, you always have the right to contact the following FedEx companies directly, which are also available to deal with requests for information, applications or complaints:

FedEx Express International B.V.

Attn: Legal Department
Taurusavenue 111
2132 LS Hoofddorp
The Netherlands
E: euprivacy@fedex.com

FedEx Corporation

Attn: Legal Department - Compliance
1000 Ridgeway Loop Road, Ste 600
Memphis, TN 38120
United States of America
E: dataprivacy@fedex.com

Overview

This Candidate Privacy Notice answers the following questions:

1. Does this Candidate Privacy Notice apply to you?
2. What Personal Data does FedEx collect?



3. Why does FedEx process Personal Data?
4. Who has access to your Personal Data?
5. How long will FedEx process your Personal Data?
6. What measures does FedEx take to protect your Personal Data?
7. Where does FedEx store or transfer your Personal Data?
8. What rights can you exercise in relation to your Personal Data?
9. What if you have other questions or complaints?
10. Will there be updates to this Candidate Privacy Notice?

1. Does this Candidate Privacy Notice apply to you?

This Candidate Privacy Notice applies to you when you apply for a position at FedEx. This Candidate Privacy Notice also applies to any Personal Data that FedEx processes to screen candidates for employment (“**Pre-Employment Screening**”).

2. What Personal Data does FedEx collect?

Application

FedEx may ask you to submit the following Personal Data when you apply for a position:

- **Personal contact details**, which include your name, address, email address and telephone number
- **Personal details**, which includes gender, date of birth and nationality
- **Cover or application letter**
- **(Content of) C.V. / résumé**
- **Motivation letter**
- **Online profile information**, when selected via online tools such as LinkedIn
- **Information related to education, training and career development**, which includes your educational and professional background, any courses or trainings you may have followed or certifications you may have attained
- **Correspondence and communications data between FedEx and you**, which includes email correspondence, internet traffic data and your IP address

You may also submit other Personal Data to FedEx in the course of your application, for example in your cover letter, CV or motivation letter, which will then also be processed in the course of your application process.

Pre-Employment Screening

In the course of your Pre-Employment Screening, we will, where relevant and permissible under applicable law, process records which might contain special Personal Data. For Pre-Employment Screening, we will process partly or wholly the information contained in the following documents:

- **Proof of ID.**
- **Qualifications**
- **Work experience.**
- **Integrity (personal) declaration** (e.g. Certificate of Good Conduct)

Depending on the position you have applied for, the Pre-Employment Screening could be more extensive (e.g. such as positions in Legal and Finance where employees will work with confidential information). During that extensive Pre-Employment Screening we will, where relevant and permissible under applicable law, process records such as:



- **Self-employment check** (Declaration of Independent Contractor Status, VAT, Chamber of Commerce)
- **Online profile**
- **Any relevant registers or registrations** (e.g. specific to a sector and/or job)
- **Customized checks** (e.g. code of conduct and secrecy)
- **Creditworthiness**, consisting of:
 - Payment behavior
 - Business information
 - Civil law judgments (insolvency register)
 - Guardianship register
- **Sanction lists** (EU/US/etc.)
- **Criminal records**

3. Why does FedEx process Personal Data?

FedEx will use the Personal Data which you submit for the sole purpose of the application procedure. FedEx is allowed by data protection laws and regulations to use your Personal Data for this purpose in order to pursue our legitimate business interests to recruit new employees and to take preparatory steps prior to entering into a contract with you on the basis of the legal grounds set out below.

Personal Data shall be collected, used, stored or otherwise processed when necessary within the framework of responsible, efficient and effective business management by FedEx. FedEx processes Personal Data based on applicable legal ground(s). This legal ground might be intrinsically linked to the business purpose. This means, for example, that the steps taken at your request prior to entering into an agreement with you can be both a legal ground and a business purpose for FedEx to process Personal Data. Therefore, we will first clarify the legal ground(s) on which FedEx processes your Personal Data and, subsequently, the business purpose(s) that we use your Personal Data for.

Legal Grounds

FedEx processes your Personal Data during its application process, including Pre-Employment Screening, based on one of the following grounds:

- The processing is necessary to perform our contractual obligations with you or in order to take steps at your request prior to entering into a contract.
- The processing is necessary for us to comply with our legal obligations (laws, regulations and sector specific guidelines to which FedEx is subject).
- The processing is necessary to protect your vital interests or of other individuals.
- The processing is necessary for the legitimate interest of FedEx, except where such interests are overridden by your interests or fundamental rights and freedoms, or
- Where appropriate and required, we will ask for your consent.

Business Purposes

FedEx shall only collect, use or otherwise process Personal Data if the processing falls within the scope of one (or more) of the following legitimate business purposes:

1. **Recruitment.** This includes recruitment activities necessary to attract possible candidates to apply for a position with FedEx, to conduct the application process and take such steps as necessary prior to entering into a contract with you.
2. **Pre-Employment Screening.** This includes processing that is necessary in order to assess whether your employment at FedEx will violate any applicable laws, will expose FedEx to any



financial, legal or other risks; and/or whether your representations to us regarding your employment history and education background have been truthful.

3. **Compliance with legal obligations.** This addresses the processing of Personal Data as necessary for compliance with laws, regulations and sector specific guidelines to which FedEx is subject and the processing of Personal Data that is necessary for compliance with internal FedEx policies. This includes processing that is necessary as part of whistle-blowing obligations, the Pre-Employment Screening and the matching of the names of employees with names on so-called designated party lists.

Conditions for the processing of special Personal Data

FedEx will only process special categories of Personal Data for Pre-Employment Screening purposes (as mentioned in paragraph 2) if it has a legal ground to do so. Furthermore, FedEx will meet one or more of the following separate conditions:

- The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of you or FedEx in the field employment and social security and social protection law;
- The special Personal Data was manifestly made public by you;
- The processing is necessary for reasons of substantial public interest; or
- The processing is necessary for the establishment, exercise or defense of legal claims or whenever courts are acting in their judicial capacity.

4. Who has access to your Personal Data?

FedEx shares your Personal Data internally and with third parties in the following circumstances:

- With its affiliates, operating groups, subsidiaries and divisions, or with third parties if such is necessary for the purposes as listed above, which includes performing Pre-Employment Screening. If appropriate, FedEx will require third parties to conduct activities in a manner consistent with FedEx policies and guidelines in relation to data protection.
- With data processors, i.e. parties processing Personal Data on our behalf. In such cases, these third parties are only allowed to use your Personal Data for the purposes described above and only in accordance with our instructions. FedEx will only use processors which provide sufficient guarantees to implement appropriate technical and organizational measures and ensure the protection of the rights of data subjects.
- With its employees if and to the extent necessary for the performance of their tasks. In such a case, access will be granted only if and to the extent necessary for the purposes described above and only if the employee is bound by confidentiality.
- When required to do so by law, court order, or other legal process, for example, with law enforcement agencies or other governmental agencies, to establish or exercise our legal rights or in connection with a corporate transaction, such as a divestiture, merger, consolidation, or asset sale, or in the unlikely event of bankruptcy.

5. How long will FedEx process your Personal Data for?

We will retain your Personal Data no longer than necessary for the purpose(s) for which we process your Personal Data and in accordance with (local) law. After the retention period we will delete or anonymize your Personal Data, unless we need to retain certain of your Personal Data for another



purpose. We will only do so if we have a legal ground to retain your Personal Data. We will also ensure that Personal Data are only accessible for that other purpose.

For example, we need your Personal Data to complete the application process if you apply for a position at FedEx. FedEx retains your Personal Data which you submit when applying for a position until four weeks after the application process has ended, or – with your consent – for one year after the application process has ended.

Please contact us using the contact details above if you have questions about specific retention periods.

6. What measures does FedEx take to protect your Personal Data?

FedEx has taken appropriate technical and organizational measures to protect your Personal Data against accidental or unlawful processing, including by ensuring that:

- Your Personal Data is protected against unauthorized access;
- The confidentiality of your Personal Data is assured;
- The integrity and availability of your Personal Data will be maintained;
- Personnel are trained in information security requirements; and
- Actual or suspected data breaches are reported in accordance with applicable law.

7. Where does FedEx store or transfer your Personal Data to?

Since we operate in many countries around the world and have international systems for employees in place, FedEx may need to transfer your Personal Data to locations outside the country where you reside. In any case where we transfer Personal Data, FedEx shall ensure that such a transfer is subject to appropriate safeguards.

Transfers of Personal Data originating from the European Economic Area ('**EEA**') to operating groups, subsidiaries and divisions within FedEx outside the EEA are governed by the Binding Corporate Rules as laid down in article 47 of the EU General Data Protection Regulation ('**GDPR**').

Transfers to third parties (outside the EEA) will be governed by a contract based on the model contractual clauses for data transfers approved by the European Commission or other appropriate safeguards as laid down in article 46 of the GDPR. For more detailed information about these safeguards, please contact euprivacy@fedex.com or dataprivacy@fedex.com.

8. What rights can you exercise in relation to your Personal Data?

Based on the law applicable to the use of your Personal Data, you have rights in relation to your Personal Data. Note that we will have to balance your rights and your request to exercise them against our rights and obligations to process your Personal Data and to protect the rights and freedoms of others. A number of the rights you have in relation to your Personal Data, as applicable in the European Economic Area, are explained below:

Right of access

You are entitled to a copy of the Personal Data we hold about you and to learn details about how we use it. Your Personal Data will usually be provided to you digitally. We may require you to prove your identity before providing the requested information.

Right to rectification



We take reasonable steps to ensure that the information we hold about you is accurate and complete. However, if you believe this is not the case, you have the right to request that any incomplete or inaccurate Personal Data that we process about you is amended.

Right to erasure

You have the right to ask us to erase your Personal Data, for example where the Personal Data is no longer necessary for the original purpose for which they were collected, where Personal Data has become obsolete or where you withdraw your consent to the grounds on which data is processed. However, this will need to be balanced against other factors. For example, we may not be able to comply with your request due to certain legal or regulatory obligations.

Right to restriction of processing

You are entitled to ask us to (temporarily) stop using your Personal Data, for example where you think that the Personal Data we hold about you may be inaccurate or where you think that we no longer need to use your Personal Data.

Right to data portability

You may have the right to ask that we transfer Personal Data that you have provided to us to a third party of your choice. This right can only be exercised when you have provided the Personal Data to us, and when we are processing that data by automated means based on your consent or in order to perform our obligations under a contract with you.

Right to object

You have the right to object to the processing of your Personal Data which is based on our legitimate interests. You may also ask us to stop using your Personal Data for marketing purposes at any time, and if you do so, FedEx will immediately cease to use your Personal Data. For other purposes based on our legitimate interests, we will no longer process the Personal Data on that basis when you file an objection, unless we have a compelling legitimate ground for the processing. Note, however, that we may not be able to provide certain services or benefits if we are unable to process the necessary Personal Data for that purpose.

Rights relating to automated individual decision-making

You have the right not to be subjected to a decision based solely on automated decision-making, including profiling, which produces legal effects concerning you or similarly significantly affects you. If you have been subject to an automated decision and do not agree with the outcome, you can contact us using the details below and ask us to review the decision.

Right to withdraw consent

We may ask for your consent to process your Personal Data in specific cases. When we do this, you have the right to withdraw your consent at any time. FedEx will stop the further processing as soon as possible after the withdrawal of your consent. However, this does not affect the lawfulness of the processing before consent was withdrawn.

Please use [this link](#) if you would like to exercise any of your rights.

9. What if you have other questions or complaints?

Questions or complaints regarding the processing of your Personal Data can be directed to FedEx by using the contact information as provided at the top of this Privacy Notice.



You also have the right to lodge a complaint with the competent (local) data protection authority in the jurisdiction where you work, where you live or where an alleged infringement takes place. As a rule, the lead supervisory authority for FedEx in the EEA is the Dutch Data Protection Authority, unless the alleged infringement is purely a local matter. A listing of the European Data Protection Authorities can be found [here](#).

10. Will there be updates to this Privacy Notice?

FedEx may update this Privacy Notice from time to time. If an amendment will have a serious privacy impact, FedEx will endeavor to actively inform you about such amendments.

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