



CANDIDATE PRIVACY NOTICE

Your trust matters to us. That's why we protect your Personal Information and use it responsibly throughout your employment with FedEx Express South Africa (Pty) Ltd 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 Information. FedEx has created this candidate privacy notice ("**Candidate Privacy Notice**") to explain how FedEx collects and uses Personal Information, which is any information that relates to an identified or identifiable natural, living person ("**Personal Information**").

Last update: June 2021.

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 Information under this Candidate Privacy Notice. Your Personal Information is controlled by the local FedEx company that you applied with. When you are using our services globally, your Personal Information is controlled by FedEx Corporation, having its headquarters in Memphis, Tennessee, United States.

Contact information

If you have any questions regarding the processing of your Personal Information in South Africa you can contact your local FedEx company directly, which is available to deal with requests for information, applications or complaints. 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 South Africa (Pty) Ltd

Attn: Legal Department

1 – 7 Romeo Road

Hughes

Boksburg

Gauteng

E: MEISA_Privacy@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 Information does FedEx collect?
3. Why does FedEx process Personal Information?
4. Who has access to your Personal Information?
5. How long will FedEx process your Personal Information?
6. What measures does FedEx take to protect your Personal Information?
7. Where does FedEx store or transfer your Personal Information?
8. What rights can you exercise in relation to your Personal Information?
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 Information that FedEx processes to screen candidates for employment (“**Pre-Employment Screening**”).

2. What Personal Information does FedEx collect?

Application

When you apply for a position FedEx can process the following Personal Information:

- **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**
- **References**
- **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 you submit other Personal Information 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 Information. For Pre-Employment Screening, we will process the following information partly or wholly:

- **Proof of ID.**
- **Qualifications**
- **Work experience.**
- **Integrity declaration** (e.g. reference/ recommendation letters)

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**
- **Online profile**
- **Any relevant registers or registrations** (e.g. specific to a sector and/or job)
- **Customized checks**
- **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 Information?

FedEx will use the Personal Information, as specified in paragraph 2, for the sole purpose of the application procedure. FedEx is allowed by data protection laws and regulations to use your Personal Information 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 Information 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 Information 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 Information. Therefore, we will first clarify the legal ground(s) on which FedEx processes your Personal Information and, subsequently, the business purpose(s) that we use your Personal Information for.

Legal Grounds

FedEx processes your Personal Information 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 Information 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 Information as necessary for compliance with laws, regulations and sector specific guidelines to which FedEx is subject and the processing of Personal Information 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 Information

FedEx will only process special categories of Personal Information 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 Information 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 Information?

FedEx shares your Personal Information 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 Information on our behalf. In such cases, these third parties are only allowed to use your Personal Information 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 Information for?

We will retain your Personal Information no longer than necessary for the purpose(s) for which we process your Personal Information and in accordance with (local) law. After the retention period we will delete or anonymize your Personal Information, unless we need to retain certain of your Personal Information for another purpose. We will only do so if we have a legal ground to retain your Personal Information. We will also ensure that Personal Information are only accessible for that other purpose.

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

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

- Your Personal Information is protected against unauthorized access;
- The confidentiality of your Personal Information is assured;
- The integrity and availability of your Personal Information 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 Information 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 Information to locations outside the country where you reside. In any case where we transfer Personal Information, FedEx shall ensure that such a transfer is subject to appropriate safeguards and in accordance with section 72 of the Protection of Personal Information Act 4 of 2013 (“POPIA”).

Transfers of Personal Information originating from South Africa to operating groups, subsidiaries and divisions within FedEx are governed by FedEx’s Binding Corporate Rules and section 72 of POPIA. .

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

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

Right of access

You are entitled to a copy of the Personal Information we hold about you and to learn details about how we use it. Your Personal Information 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 Information that we process about you is amended.

Right to erasure

You have the right to ask us to delete your Personal Information, for example where the Personal Information is no longer necessary for the original purpose for which they were collected, where Personal Information 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 Information, for example where you think that the Personal Information we hold about you may be inaccurate or where you think that we no longer need to use your Personal Information.

Right to data portability

You may have the right to ask that we transfer Personal Information 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 Information 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 Information which is based on our legitimate interests. You may also ask us to stop using your Personal Information for marketing purposes at any time, and if you do so, FedEx will immediately cease to use your Personal Information. For other purposes based on our legitimate interests, we will no longer process the Personal Information 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 Information 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 Information 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 Information can be directed to FedEx by using the contact information as provided at the top of this Candidate Privacy Notice.

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You also have the right to lodge a complaint with the Information Regulator established under section 39 of POPIA.

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 inform you about such amendments as required in terms of law.