



HR PRIVACY NOTICE

Your trust matters to us. That's why we protect your personal data and use it responsibly starting with your application with FedEx and its operating groups, subsidiaries and divisions. At FedEx, we are committed to protecting your privacy and the security of your personal data. FedEx has created this FedEx HR Applicant Privacy Notice ("**Privacy Notice**") to explain how FedEx collects and uses personal data ("**Personal Data**").

Last update: January 2023.

This Privacy Policy is not a contract and does not create any legal rights or obligations.

When this 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 Privacy Notice. Your Personal Data is controlled by the local FedEx company where you are applying for a position.

Contact information

If you have any questions regarding the processing of your Personal Data you can contact the local FedEx company where you have applied directly, which is available to deal with requests for information, applications or complaints. To contact FedEx with any concerns or questions about our Privacy Notice and information practices, you can reach us by using our online [Request Form](#).

Overview

This Privacy Notice answers the following questions:

1. Does this 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 if you have other questions or complaints?
9. Will there be updates to this Privacy Notice?
10. What if I am a California "Consumer?"



1. Does this Privacy Notice apply to you?

This Privacy Notice applies to you if you are an applicant of FedEx.

2. What Personal Data does FedEx collect?

FedEx will need to process Personal Data in the course of its business activities and provision of services, specifically to administer our human resources program and to comply with applicable laws and regulations, such as employment laws and regulations. Without your Personal Data, we will not be able to hire you or process your application. As a rule, the categories of Personal Data that you provide directly or indirectly to FedEx are:

- **Employment application/recruitment information**

This may include your resumé or curriculum vitae, application form, work history, work permit information if applicable, education, degrees, academic records, languages and qualifications, references, citizenship/nationality, date of birth, ethnicity, veteran status, marital status, gender, and other protected class data to the extent it is disclosed during the application and/or recruitment process, and any professional licenses, memberships, or certifications;

- **Pre-employment screening information**

This may include pre-employment verification of your identity, address, employment, or references, qualifications, and, where permitted by local law and as applicable for your position, background checks (including criminal or judicial data as well as drug and alcohol program violation information) about you as well as drug screens, motor vehicle records and other information that may be needed for FedEx comply with any applicable law;

- **Contact information**

This may include your name, address, telephone numbers (home, mobile/cell, work), and email address;

- **Government identifier/license**

Your government issued identifiers subject to the conditions of applicable law. This may include your ID details, tax identification number, social security number, passport number, your driver's license number, commercial driver's license information, and/or state issued ID;

- **Electronic information**

Information for use of company networks if applicable, which may include username, password, internet protocol address, contact details, device data, and monitoring via electronic communications and/or video surveillance (e.g., CCTV) in so far as applied at your location;

- **Performance information**



This may include information from your former employer(s), such as reviews and feedback, details about performance plans, and information associated with professional development such as training, courses, seminars and conferences;

- **Travel information**

This includes information collected for travel and expense purposes;

- **Mobility information**

Information associated with mobility, transfers and relocation (such as upon hiring or as part of a transfer), which may include family details, immigration status and nationality/citizenship, tax and social security information;

- **Physical or mental health data**

This may include information associated with any opinion of physical or mental health and data relating to fitness for duty; and

- **Protected classification information**

This may include information that you provide such as your race, gender, disability, etc.

3. Why does FedEx process Personal Data?

Personal Data shall be collected, used, stored or otherwise processed in accordance with applicable law and within the framework of responsible, efficient and effective business management by FedEx.

Business Purposes

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

1. **Human resources and personnel management.** This includes processing to effectuate the employer-applicant relationship with the applicant or to process a job application (e.g. management and administration of recruiting, interviews, compensation and benefits, payments, tax purposes, career and talent development, evaluations, travel and expenses, requests for accommodation, and communications);
2. **Business process execution and internal management.** This purpose includes processing of Personal Data in order to be able to set up work with throughout FedEx, such as the setting up of worker profiles upon hiring and scheduling interviews;
3. **Health, safety and security.** This purpose addresses activities such as those involving health and safety and the protection of FedEx and FedEx employees' assets and information;
4. **Organizational analysis and development and management reporting.** This purpose addresses activities such as conducting surveys and processing Personal Data for



management reporting and analysis to identify areas for improvement and increase efficiency;

5. **Protecting the vital interests of applicants.** This purpose addresses processing to protect the vital interests of the applicant, e.g. for urgent medical reasons; and
6. **Compliance with legal obligations.** This addresses the processing of Personal Data to comply with, and to investigate employee 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, and investigating employee compliance with, internal FedEx policies and procedures. This includes processing that is necessary as part of whistle-blowing obligations, the pre-employment screening and the matching of the names of applicants with names on so-called designated party lists.

4. Who has access to your Personal Data?

FedEx shares your Personal Data identified in Section 2 (What Personal Data does FedEx collect?) in the following circumstances:

- With its affiliates, operating groups, subsidiaries and divisions, for the purposes as listed above.
- With third parties for the purposes as listed above pursuant to a written contract.
- 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.
- In response to allegations, charges or investigations, or if and when necessary to comply with applicable law, a 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.
- FedEx does not sell your Personal Data for monetary or other valuable consideration. We also do not share your Personal Data for the purposes of advertising to you based on your interactions across multiple businesses.

5. How long will FedEx process your Personal Data?



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 applicable law. After the retention period we will delete or anonymize your Personal Data, unless we need to retain some of your Personal Data for another purpose. We will only do so if we have legal ground to retain your Personal Data. We will also ensure that the Personal Data are only used for that other purpose.

For example, we need your Personal Data to process your application. Employment laws dictate that we have to retain/store certain Personal Data. Generally, this period varies depending on the applicable jurisdiction and employment laws. In those cases, we will only store the Personal Data necessary to meet our legal obligations.

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

FedEx maintains technical and organizational measures to protect your Personal Data against accidental or unlawful processing, including protecting your Personal Data against unauthorized access, maintaining the confidentiality, integrity and availability of your Personal Data, and training personnel on information security requirements.

However, no security measure can guarantee against compromise. You also have an important role in protecting your Personal Data. If you have a reason to believe that your Personal Data has been compromised, please contact us as detailed above.

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

Due to the fact that we operate in many countries around the world and have international systems 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. For Personal Data originating in the European Economic Area, internal FedEx transfers are governed by the FedEx Binding Corporate Rules. Transfers to third parties (outside the European Economic Area) will be governed by a contract based on the model contractual clauses for data transfers approved by the European Commission or other appropriate safeguards. For more detailed information about these safeguards, please contact us as described above.

8. 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.

9. 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.



10. California Consumers

If you reside in California, we are required to provide additional information to you about how we use and disclose your information, and you may have additional rights with regard to how we use your information. We have included this California-specific information below. This section only applies if and to the extent that you are a Consumer as defined under the California Consumer Privacy Act, as amended.

Consistent with the "What Personal Data does FedEx collect?" section above, we collect certain categories and specific pieces of information about individuals that are considered "Personal Information" in California. We may collect this Personal Information from you, your former employers, third parties engaged in providing criminal or judicial data, and other entities or individuals we engage during the application process (e.g., background check companies, drug screening companies).

We collect and disclose your Personal Information as described in "Who has access to your Personal Data?" for the business and commercial purposes described in the "Why does FedEx process Personal Data?" sections above. The entities to whom we disclose your Personal Information can include the following categories of Third Parties: government agencies where required by applicable law, background check companies, drug screening companies, and other entities or individuals we engage during the application or onboarding process.

Consistent with Section 4 (Who has access to your Personal Data?) we do not "Sell" or "Share" your Personal Information and have not done so in the previous twelve months. Consistent with Section 3 (Why does FedEx process Personal Data?) FedEx only uses and discloses your Sensitive Personal Information for purposes that are authorized by subsection (a) of Section 1798.121 of the California Consumer Privacy Act. As such, we do not respond to opt-out preference signals at this time.

Subject to certain exceptions, as a California consumer, you have the following rights with respect to your Personal Information:

- Right of access
 - Subject to applicable law, you are entitled to inspect or receive a copy of your application record, which contains personal information about you.
- Right to correction
 - We take reasonable steps to ensure that the Personal Information we hold about you is accurate and complete. However, if you believe the Personal Information we maintain about you is inaccurate, you may request that any inaccurate Personal Information that we process about you is corrected, taking into account the nature and purposes of the processing of the Personal Information. We reserve the right to conduct an analysis of whether the information we hold concerning you is accurate considering the totality of the circumstances
- Right to erasure



- You may have the right to ask us to erase your Personal Information, subject to certain exceptions. For example, we may not be able comply with your request due to certain legal or regulatory obligations. Additionally, and to the extent permitted by applicable law, we may be required to retain some of your Personal Information where strictly necessary in order for us to fulfill the purposes described in this Privacy Policy.

Should you wish to request the exercise of your other rights as detailed above with regard to your Personal Information, we will not discriminate or retaliate against you, based solely upon this request. To exercise these rights, you can use our [Request Form](#) or call 1.800.GO.FEDEX.

If you are a California consumer and you wish to exercise your rights as outlined in this section, you may need to provide additional information to verify your identity (such as name and e-mail) so that we can verify your identity. We will use the information you provide when exercising your rights for no other purpose other than to verify your identity.

You also have the option of designating an authorized agent to exercise your rights on your behalf. For authorized agents submitting requests on behalf of California residents, please contact us as described above, with any evidence you have that you have been authorized by a California consumer to submit a request on their behalf. Please know we may independently require the consumer to verify his or her identity in accordance with applicable law.

© 2023 FedEx