

A background photograph of a man with short dark hair, wearing a light blue button-down shirt, looking down and to his left. The image is partially obscured by a large blue diagonal shape in the bottom-left corner.

Applicant Data Privacy Notice

Thank you for your interest in World Kinect Corporation. This Employment Applicant Data Privacy Notice ("**Applicant Privacy Notice**") describes how World Kinect Corporation and its subsidiaries, affiliates, and related entities (collectively, "**World Kinect**," "**we**," or "**us**") collects and processes personal information about you during the employment application and recruitment process. This Applicant Privacy Notice applies to job applicants only. By using our "World Kinect Careers" portal, or similar online employment application-related website serviced for, or by us, or by otherwise submitting an employment application to us, you acknowledge you have read and understood this Applicant Privacy Notice.

For information regarding your Privacy Rights, please see Privacy Rights below.

In Summary:

This Applicant Privacy Notice applies to our use of personal information for talent management and recruitment purposes. It explains how World Kinect collects your personal information, how we use your personal information, how we secure your personal information, when we may disclose your personal information to third parties, and when we may transfer your personal information outside of your home jurisdiction.

This Applicant Privacy Notice also describes your rights regarding the personal information that we hold about you, including how you can access, correct, and request erasure of your personal information. We will only process your personal information in accordance with this Applicant Privacy Notice unless otherwise required by applicable law. We take steps to ensure that the personal information that we collect about you is adequate, relevant, not excessive, and processed for limited purposes.

This Applicant Privacy Notice does not cover your interactions with World Kinect outside the context of applying for, learning more about, or interviewing for a position, such as reviewing our products and services online, where applicable. For information regarding our data protection practices, please see our **Privacy Center**.

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1. Personal Information

For purposes of this Applicant Privacy Notice, the term “**personal information**” means any information that, alone or in conjunction with other information or data, identifies or is linked to a particular individual or household and that is subject to, or otherwise afforded protection under, a data protection law, statute, or regulation. The term “personal information” does not include anonymized or de-identified data that is not attributable to a particular individual or household and that is not otherwise subject to a data protection law, statute, or regulation. World Kinect may anonymize or de-identify personal information, and such data is not subject to this Applicant Privacy Notice, and World Kinect may use such data for any purpose.

2. World Kinect is a Data Controller

This Applicant Privacy Notice applies to personal information that World Kinect receives during its business operations as a “**data controller**” - which means we determine the purpose and means of processing such personal information.

3. Collection of Personal Information

World Kinect may collect personal information directly from you, as a job applicant, or may receive personal information from third parties, for example, in connection with a background, employment, or reference check, subject to your consent where required by law. We may collect, store, and process the following categories of personal information, in connection with our recruiting activities:

CATEGORIES OF PERSONAL INFORMATION

Personal contact details such as name, date of birth, driver's license/state identification numbers, title, addresses, telephone numbers, and personal email addresses.
Work history and other relevant experience including information contained in a résumé, CV, cover letter, references, or job application.
Education information including degrees awarded, transcripts, and other information provided in support of the job application.
Social media accounts that you choose to provide as part of your application (such as your LinkedIn profile).
Information collected during phone screenings and interviews.
Details regarding the type of employment sought, desired salary, willingness to relocate, job preferences, and other information related to compensation and benefits.
Membership in professional organizations, licenses, and certifications.
Reference information and information received from background checks, where applicable, including information provided by third parties.
Information necessary to confirm and/or demonstrate your ability to work in a particular jurisdiction.
Information related to previous applications to World Kinect or previous employment history with World Kinect.

We may collect and process the following special categories of personal information when you voluntarily provide them, or we receive them from a third party with your consent, when relevant for a particular position to carry out our obligations under employment law, or as applicable law otherwise permits. The following special categories of personal information may be considered sensitive under the laws of your jurisdiction and may receive special protection:

COLLECTION AND USE OF SPECIAL CATEGORIES OF PERSONAL INFORMATION

Government-provided individualized identification numbers, such as a Social Security Number.
Passport and visa information, and immigration status and documentation.
Data relating to criminal convictions or offences.
Race or ethnic origin, gender identity, and sexual orientation.
Physical or mental health condition or disability status to determine appropriate workplace accommodations and evaluate fitness for a particular position.

Unless otherwise noted to you, collection and use of the personal information is mandatory in connection with our recruiting activities. Failure to provide or allow us to process mandatory personal information may affect our ability to accomplish the purposes stated in this Applicant Privacy Notice. Where we have a legitimate need to process special categories of personal information about you for purposes not identified above, we will only do so after providing you with notice and, if required by law, obtaining your prior, express consent.

4. Use of Personal Information

We only process your personal information where applicable law permits or requires it in connection with carrying out our application and recruitment process, to take steps necessary to enter into an employment contract with you, where the processing is necessary to comply with a legal obligation that applies to us, for our legitimate interests or the legitimate interests of third parties, or with your consent if applicable law requires consent. We may process your personal information for the following legitimate business purposes:

HOW WE USE PERSONAL INFORMATION

Identifying and evaluating job applicants, including assessing skills, qualifications, and interests for the purposes of determining suitability for the position for which you have applied.
Verifying your information and carrying out employment, background, and reference checks, where applicable, subject to your consent where required by applicable law.
Communicating with you about the recruitment process, scheduling, your application, and onboarding, where applicable.
Keeping records related to our hiring processes, for only as long as appropriate under the circumstances.
Creating and submitting reports as required by applicable laws or regulations.
To comply with our legal, regulatory, or other corporate governance requirements.
Analyzing and improving our application and recruitment process.
Maintain and administer payroll and employee benefit plans, including enrollment and claims handling.
To prevent fraud.
To conduct internal audits and investigate complaints, grievances, and suspected violations of our policies.
To ensure network and information security, including preventing unauthorized access to our computer and electronic communications systems and preventing malicious software distribution.
To respond to law enforcement requests and as required by applicable law or court order.
Exercise or defend legal rights of World Kinect and its employees, affiliates, customers, contractors, and agents.

In addition to using your personal information for the position for which you have applied, we may, with your consent, retain and use your personal information to inform you about and consider you for other positions that may be appropriate for you. If you want us to consider you for other positions, you may contact us as specified below under Contact Us and we will retain your personal information for that purpose.

We will only process your personal information for the purposes we collected it for, or for other compatible purposes where permitted by applicable law. If we need to process your personal information for an incompatible purpose, we will provide notice to you and, if required by law, seek your consent. We may process your personal information without your knowledge or consent only where required or permitted by applicable law or regulation.

5. Third Party Disclosures

We will only disclose your personal information to third parties where required by law or to our employees, contractors, designated agents, or third-party service providers who require such information to assist us with administering the recruitment process, including third-party service providers who provide services to us or on our behalf. We may use third-party service providers for various purposes, including, but not limited to, obtaining employment verification and background checks, and data storage or hosting. These third-party service providers may be located outside of the country in which you live or the country where the position you have applied for is located.

We require all our third-party service providers, by written contract, to implement appropriate security measures to protect your personal information consistent with our policies and any data security obligations applicable to us. We do not permit our third-party service providers to process your personal information for their own purposes. We only permit them to process your personal information for specified purposes in accordance with our instructions.

We may also disclose your personal information for the following additional purposes where permitted or required by applicable law:

DISCLOSURES TO THIRD PARTIES

To our affiliates (which may fall outside of your home jurisdiction, including the United States) for the purposes set out in this Applicant Privacy Notice and as necessary to administer the application and recruitment process.
As part of our regular reporting activities to our affiliated and parent companies.
To comply with legal obligations or valid legal processes such as search warrants, subpoenas, or court orders. When we disclose your personal information to comply with a legal obligation or legal process, we will take reasonable steps to ensure that we only disclose the minimum personal information necessary for the specific purpose and circumstances.
To protect the rights and property of World Kinect.
During emergency situations or where necessary to protect the safety of persons.
Where the personal information is publicly available.
If a business transfer or change in ownership occurs and the disclosure is necessary to complete the transaction. In these circumstances, we will limit data-sharing to what is absolutely necessary, and we will anonymize the data where possible.
For additional purposes with your consent where such consent is required by law.

6. Cross-Border Data Transfers

World Kinect has its headquarters in the United States of America. Please note that by providing your information to us, it may be transferred to, stored and/or processed in the United States and other countries, including but not limited to the United Kingdom, Costa Rica, Australia, Singapore, Mexico, South Africa, and various European Economic Area (EEA) members states (such as Denmark, France, Germany, Greece, Hungary, Ireland, Norway, and Sweden) where key data centers, servers, and/or groups of employees are located and operate. World Kinect also uses service providers that store personal information on our behalf in the United States and in other third countries. Please be aware that the United States and these other third countries may not provide the same level of protection of personal information as in your country, state, or other jurisdiction of residence or nationality, and when transferred to the United States or elsewhere, your personal information may be accessible by, or otherwise made available to, local government authorities and officials pursuant to judicial and/or administrative orders, decrees, and demands, and/or other domestic laws, statutes, and regulations. By continuing to provide us such personal information, you hereby acknowledge and agree that your personal information will be transferred to, and stored in, the United States and in such other third countries.

7. Data Security

We have implemented appropriate physical, technical, and organizational security measures designed to secure your personal information against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, we limit access to personal information to those employees, agents, contractors, and other third parties that have a legitimate business need for such access. However, no transmission of information via the Internet or wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that there are security and privacy limitations of the Internet which are beyond our control and, accordingly, the security, integrity and privacy of data exchanged between you and us cannot be guaranteed. We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Data Retention

Except as otherwise permitted or required by applicable law or regulation, we will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, as required to satisfy any legal, accounting, or reporting requirements, or as necessary to resolve disputes. To determine the appropriate retention period for personal information, we consider our statutory obligations, the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes we process your personal information for, and whether we can achieve those purposes through other means. Under some circumstances we may anonymize your personal information so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent. If you are offered and accept employment with World Kinect, the personal information we collected during the application and recruitment process will become part of your employment record, and we may use it in connection with your employment consistent with our employee personal information policies. If you do not become an employee, or, once you are no longer an employee of World Kinect, we will retain and securely destroy your personal information in accordance with our document retention policy and applicable laws and regulations.

9. Privacy Rights

Depending on applicable law, you may be entitled to the following data privacy rights and privileges:

- **Right to Know.** You may have the right to know about what personal information World Kinect collects and processes about you, including the types and categories of personal information we collect and process, the sources of such personal information, our retention criteria, with whom we share your personal information, cross-border data transfers, and how to file complaints and inquiries.
- **Access Rights.** You may have the right to ask us whether we process any of your personal information and, if so, receive access to such personal information. When complying with an access request, we will also provide you with additional information, such as the purposes of the processing, the categories of personal information concerned as well as any other information necessary for you to exercise the essence of this right.
- **Rectification.** You may have the right to have your personal information corrected/rectified in case of inaccuracy or incompleteness. Upon request, we will correct inaccurate personal information about you and, taking into account the purposes of the processing, update any incomplete personal information, which may include the provision of a supplementary statement.
- **Erasure.** You may have the right to have your personal information erased, which means the deletion of your personal information by us. However, your right to erasure is subject to statutory limits and prerequisites (e.g., where your personal information is no longer necessary in relation to the initial purposes for which it was processed, your personal information was processed unlawfully).
- **Restriction of Processing.** You may have the right to obtain the restriction of the processing of your personal information, which means that we suspend the processing of your personal information for a certain period of time. Circumstances which may give rise to this right include situations where the accuracy of your personal information is contested but we need time to verify the inaccuracy, if any, of your personal information.
- **Data Portability.** You may have the right to request we provide you with your personal information in a structured, commonly used and machine-readable format, and to have such data transmitted directly to another controller, where technically feasible.
- **Right to Object.** You may have the right to object to the processing of your personal information, which means you may request we no longer process your personal information. This only applies in case the “legitimate interests” ground (including profiling) constitutes the legal basis for processing (see below “Legal Basis for Processing”). However, at any time, and free of charge, you can object to having your personal information processed for direct marketing purposes.
- **Automated Decision Making.** You may have the right to object to having us use your personal information to conduct automated decision making. However, World Kinect does not engage in any activity that subjects our customers, website users, survey participants, or others to a decision based solely on automated processing, including profiling, which produces legal effects, or similarly significant results, impacting them.
- **Withdrawing Consent.** You also may withdraw your consent at any time if we are solely relying on your consent for the processing of your personal information. However, this will not impact our legal basis to process such personal information prior to the withdrawal of your consent.
- **Marketing Opt-Out.** You have the right to opt out of

receiving email marketing communications from us. You can object to further marketing at any time by selecting the “unsubscribe” link at the end of all our marketing and promotional update communications to you or by contacting us in accordance with the “Contact Us” section below.

- **Do Not Share/Targeted Advertising Rights.** You may have the right to opt out from having us disclose your personal information to third parties for targeted advertising purposes. This is sometimes referred to as the right to opt out of the “sharing” of personal information for cross-contextual behavioral advertising purposes. To prevent your personal information from being used in these circumstances, please click on the cookie management icon of the website to set your cookie preferences.
- **Do Not Sell My Personal Information.** You may have the right to opt out of the “sale” of your personal information. However, World Kinect does not sell your personal information to third parties for profit or monetary or other valuable consideration. Therefore, because we do not undertake such activities, we do not provide opt-out request processes for the sale of personal information.

We will facilitate your exercise of the rights that apply to you in accordance with applicable law. However, even if your personal information is not afforded protection under, or otherwise subject to, a data protection law, we may seek to accommodate any request or inquiry you may have with regard to our data processing activities. If you have questions about your rights or wish to exercise your rights, you can contact us at privacy@world-kinect.com, or otherwise in accordance with the “Contact Us” section listed below.

10. Appeals; Complaints

In certain jurisdictions, you may have the right to appeal a decision World Kinect has made with respect to your privacy request. To submit a privacy rights decision appeal, please email us at privacy@world-kinect.com with the subject line "ATTN: Privacy Appeals" and describe the nature of your request and the reason for requesting an appellate review.

Depending on applicable law, you may also have the right to submit a complaint to a data protection authority responsible for overseeing our compliance with data protection law in your jurisdiction. Please see this list of potentially applicable regulatory authorities:

Argentina

For the data protection authorities in Argentina, please visit: <https://www.argentina.gob.ar/aaip>

Australia

For Australia, the Office of the Information Commissioner may be contacted via www.oaic.gov.au, by phone at 1300 363 992, or by mail at GPO Box 5288 Sydney NSW 2001. Please note: Access and correction requirements in the Australia Privacy Act 1988 (Cth) operate alongside one another and do not replace other informal or legal procedures by which an Australian resident can be provided access to or correction of his or her personal information, such as Australia's Freedom of Information Act 1982.

Brazil

For Brazil, only after we, as the data controller, does not resolve your issue, then you may contact the National Data Protection Authority via:
<https://www.gov.br/anpd/pt-br>

Costa Rica

For Costa Rica, the Agency for the Protection of Individual's Data (PRODHAB) may be contacted via:
<https://www.prodhav.go.cr/>

EEA/UK/Switzerland

For the data protection authorities in the EU, please visit:
https://edpb.europa.eu/about-edpb/about-edpb/members_en

For the data protection authorities in Switzerland, please contact the Federal Data Protection and Information Commissioner (<https://www.edoeb.admin.ch/en>)

For the data protection authorities in the UK, please contact the Information Commissioner's Office (www.ico.org.uk)

Mexico

For the data protection authorities in Mexico, please contact the Ministry of Anticorruption and Good Governance (Secretaría Anticorrupción y Buen Gobierno) via www.gob.mx/buengobierno

South Africa

For the data protection authorities in South Africa, please visit: <https://inforegulator.org.za/>

We would, however, appreciate the opportunity to address your concerns, so please feel free to contact us regarding any complaint you may have. We will not retaliate against individuals for exercising their data privacy rights or filing a privacy complaint.

11. Legal Basis for Processing (For EEA/UK/Switzerland/Brazil/Mexico Only)

We can collect and process your data under one of the following legal bases:

- **Consent.** We can collect and process your data with your consent. For example, we can collect and process your data if you have given your consent to use your contact information to engage with you about a job application.
- **Contractual Obligations.** We may collect and use your personal information, including sensitive information, to enter into a contract or to perform a contract that you, your company, or some other intermediary acting on your behalf has with us, such as in connection with background research on an applicant.
- **Legal Compliance.** If the law requires it, we may collect and process your data, such as for antidiscrimination or compliance purposes.
- **Legitimate Interest.** We may use your data as required in the normal course of operating our businesses and services unless our legitimate interests are overridden by your rights.
- **Vital Interests.** We may need to process your personal information if the processing is necessary to protect your vital interests. For example, we may process your personal information for health and safety reasons if you attend a meeting at a World Kinect location.



12. Changes to This Privacy Statement

We reserve the right to update this Applicant Privacy Notice at any time. We will post any updates to the Applicant Privacy Notice online and, where required, we will provide you with a new Applicant Privacy Notice by e-mail. Please check back frequently to remain aware of any updates or changes to this Applicant Privacy Policy. We display an effective date on this Applicant Privacy Policy so that it will be easier for you to know when there has been a change. Your use of our sites and our services constitutes acceptance of the provisions of this Applicant Privacy Policy and your continued usage after such changes are posted constitutes acceptance of each revised Applicant Privacy Policy.

Contact Us

If you have questions regarding this Applicant Privacy Notice or our handling of your personal information, would like to request more information from us, or would like to exercise a data privacy right, please contact our Privacy Champion by email at **privacy@world-kinect.com**, or by mail at World Kinect Energy Services, Attn: Privacy Administrator, Legal Department, 9800 NW 41st Street, Miami, Florida 33178.