



Protection and Security of your Personal Information

Please read the following information carefully to understand how Travelex will manage your personal information.

By creating a profile and saving and submitting your personal details to our online recruitment system (this website), after this Privacy Policy has been made available to you, you consent to Travelex collecting, storing and using your information in the manner outlined in this Privacy Policy.

Travelex is committed to protecting your personal information in accordance with data protection and privacy laws ('Data Protection Laws').

Travelex operates as a global company. The Travelex entity to which you are applying for a job is responsible for the processing of your personal information. For example, if you are applying for a role with Travelex Italy, Travelex Italy is responsible and Italian Data Protection Law applies.

This means that the applicable Data Protection Law may not necessarily be that of the country in which you are located when you submit your application. For example, when you submit an application for a role with Travelex Italy, you may be located in Japan; in such circumstances Travelex Italy will be responsible for the processing and will process your information in accordance with Italian Data Protection Law.

This Privacy Policy sets out how Travelex will process personal information collected in relation to all applications submitted through this website.

Collection and Use of Personal Data

Travelex collects and uses your personal information for the purposes of conducting and managing our resourcing and recruitment activities – both directly from candidates via this website and through representatives acting on behalf of candidate (such as recruitment agents). We may use your personal information in relation to the evaluation and selection of candidates including but not limited to setting up and conducting interviews and tests, evaluating and assessing test results, keeping you up to date with the progress of recruitment activities and as otherwise required in our recruitment processes.

If your application is successful, we may also conduct proportionate background checks and assessments which may include taking references, confirming educational qualifications, credit bureaux enquiries and criminal record checks (as relevant to the role that you have applied for and the country in which the role is based; and as permitted by local law in that country) and store related information.

We will notify you as to whether we require background checks to be carried out and seek your explicit consent where relevant before conducting such checks.

How We Store Your Personal Information

Travelex will store your application and other personal information securely for 12 months from the date of application submission or from the latest date on which you updated your details or accessed your profile. During this time your information may be used to identify roles which may be of interest to you. After this time your personal information will be anonymised so that it is no longer personally identifiable and will not be accessible to you.

If you are successful in the Travelex recruitment process and become an employee, the personal information you provided as part of the recruitment process will become part of your employee file. It may then be used for other employment related purposes. When you become an employee, personal information will be managed in accordance with Travelex policies and procedures.

Travelex will never sell or share your personal information or contact details and all use of your information will be restricted to our recruitment processes.

Categories of Personal Information

This Privacy Policy relates to any personal information that you submit through our online recruitment system or we receive from your representative, or a third party. The personal information that we collect will include but will not be limited to:

- Your name, address, telephone number, email address, other contact information and your preferred ways to be contacted;
- Log-in and password and other information used in connection with authenticating you and administering your account;
- CV, covering letter, previous work experience, education level, competencies and skills and how you heard about the position;
- Test results, interview notes and other information created or obtained during the recruitment process
- If you intend to provide us with details of a referee as part of your application, it is your responsibility to obtain consent from your referee to provide us with their details. By submitting such data Travelex will assume that you have obtained such consent.

Disclosure and Transfer of personal data

Travelex works with a number of selected third parties who provide services to us. We may share your personal information with those third parties as part of the Travelex recruitment process. These services may include data hosting, website hosting, information technology consulting services, background check providers, website management, legal services, accounting services, and other administrative, back-up and security services. Travelex takes appropriate technical and organisational measures to protect and secure your personal information.

Travelex is a global organisation that has affiliates, business processes, management structures, and technical systems that cross national borders. Therefore, Travelex may use resources and servers located in various countries. Accordingly, your personal information may be transferred to, and stored in, locations other than the location from which you are accessing this website (including outside of the European Economic Area (EEA)) that do not have laws that provide specific protection for personal information. In addition your personal information may also be processed by individuals operating outside of your location (or outside of the EEA) who work for us or one of our suppliers. **By creating a profile and submitting your personal information to the online recruitment platform you agree to this international transfer, storing and processing of your personal information.** We ensure that all of our third party suppliers and partners and our global offices adhere to our privacy processes and this policy in order to protect your personal information at all times.

The overseas recipient locations may include but are not limited to United States, United Kingdom, India and Luxembourg.

Your personal information may be disclosed as required by legislation to law enforcement or other government agencies in the countries Travelex or its third party processors and agents operate.

Your personal information may be shared with any member of the Travelex group of companies, which means our subsidiaries, our ultimate holding company and its subsidiaries.

Your rights

As an individual about whom Travelex processes personal information you have the right, as appropriate and subject to possible restrictions and other provisions arising from applicable national legislation, to obtain a copy of the information we hold about you. If you wish to obtain a copy of your personal information please contact us at HrHome@travelex.com

Please note that there may be a fee levied for providing this information, subject to applicable law.

If you tell us that the personal information we hold about you is inaccurate or erroneous, we will take reasonable steps to rectify, block or erase information as appropriate.

Travelex will store and use your personal information in accordance with this policy and based on your consent. You may at any time withdraw your consent. You can ask us to delete your personal information by contacting us at HrHome@travelex.com. As the processing of your personal information is a necessary part of our recruitment process, withdrawing your consent will mean that we cannot proceed with any applications you may have made or identify posts which may be suitable for you.

Cookies

Cookies are small text files placed on your computer, phone or tablet by websites or sometimes by emails. Cookies provide us with useful information which we use to improve our Website and make it possible for Travelex to identify some of your preferences. When you revisit our Website, Travelex's computer server will recognise the cookie, giving us information about your previous visits which help us to analyse how our customers interact with our sites so we can make improvements. This is statistical data about our users' browsing actions and patterns, and does not identify you as an individual.

We use three types of cookies on our websites

1. Session cookies that are deleted after each visit.
2. Persistent cookies that remain in place across multiple visits to our sites until they either expire or you delete them.
3. Third party cookies that are used by our approved business partners.

You can set your preferences on how we use cookies on your computer, phone or tablet by accessing our Cookie Consent tab on the bottom right of every screen on our website or by setting your options in your browser. Most browsers are originally configured to accept cookies automatically; however, you may also refuse to accept cookies by activating the setting on your browser. Please note that if your browser is not configured properly or if you alter your browser to disable the acceptance of cookies, you may not be able to use the Website. Unless you have adjusted your browser settings so that it will refuse cookies or set your preferences using our Cookie Consent tab, our system will automatically issue cookies when you access our Website.

Information Security

Travelex endeavours to use appropriate measures (having regard also to the nature of the personal information involved) to prevent and minimise security risks in connection with your use of our systems and services. Such measures include, where appropriate, the use of firewalls, secure server facilities, encryption, implementing of proper access rights and processes, careful selection of partners and other technically and commercially reasonable measures to provide appropriate protection for your personal information against unauthorised use or disclosure.

If you would like further information regarding how Travelex processes your personal information please contact us at HrHome@travelex.com

Changes to Our Privacy Policy

This Privacy Policy was last updated on 11th April 2014.

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

The data controller/responsible company for the purpose of this Privacy Policy is

Australia Travelex Outsourcing Pty Ltd Registered Office: Level 29, 20 Bond Street, Sydney NSW 2000, Australia 127 747 586

Bahrain Travelex Bahrain W.L.L Registered Office: Building 212, Road 2404, Block 224, Muharraq Town, Manama, Bahrain 55224

Belgium Travelex SA NV Registered Office: 108 Steendam,9000 Gent , Belgium 0451.299.329

China Travelex SMI Technology (Beijing) Limited Registered Office: 1503, W1,Oriental Plaza, Beijing, China 11000041021002

China Travelex Commercial Services (Nanjing) Limited Registered Office: Suite 1203, Level 12, One Lujiazui Centre, 68 Yincheng Middle Road, Lujiazui District, Pudong Shanghai, 200120, PR China 320100400040537

China Travelex Commercial Services (Qingdao) Limited Registered Office: No. 5 Gate, International Arrivals, Terminal 2, Qingdao Liuting Intl Airprt, Qingdao, China 370200400160280

China Travelex Currency Exchange (China) Limited Registered Office: Suite 1203, Level 12, One Lujiazui Centre, 68 Yincheng Middle Road, Lujiazui District, Pudong Shanghai, 200120, PR China 310000400433522

Czech Republic Travelex Czech Republic a.s. Registered Office: Narodni 28, 110 00 Prague 1, Czech Republic ICO 416 93914

France Travelex Paris SAS Registered Office: 17, route de la Reine, 92100 Boulogne-Billancourt, France 517 833 687 RCS NANTERRE

France Banque Travelex SA Registered Office: 17, route de la Reine, 92100, Boulogne - Billancourt, France B389585233

Germany Travelex Deutschland GmbH Registered Office: Flughafen Frankfurt, Terminal 1, Gebäude 201 A, Postfach 088, 60547 Frankfurt am Main, Germany HRB 37544

Hong Kong Travelex Holding (HK) Limited Registered Office: 16th - 19th Floors, Prince's Building, 10 Chater Road, Central, Hong Kong, Hong Kong 42569

India Travelex India Private Ltd Registered Office: Travelex India Pvt Ltd., 'B' Wing, 7th Floor, Eureka Towers, , Mindspace, Link Road, Malad(W), , Mumbai , 400 064, India U 67190 MH 2002 PTC

Japan Travelex Japan KK Registered Office: 6F Orix Akasaka 2-chrome Building, 2-9-11 Akasaka, Minato-Ku, Tokyo, Japan 0104-01-058641

Macao Travelex Macau Limited Registered Office: Avenida da Praia Grande No. 409, China Law Building, 16 andar - B48, Macao 39927(SO)

Malaysia Travelex Malaysia SDN, BHD Registered Office: 24-2 Jalan Bangsar Utama 1, Bangsar Utama 59000, Kuala Lumpur, Malaysia 924805

Netherlands GWK Travelex NV Registered Office: Wisselwerking 2-6, 1112 XK Diemen, Netherlands 33143504

New Zealand Travelex Financial Services NZ Ltd Registered Office: Level 14, Brookfield House, 19 Victoria Street, Auckland, New Zealand AK 115663

Oman Travelex & CO LLC (Oman) Registered Office: Al Seeb, P.O. Box : 1061, 111, Oman 1/72288/3

Qatar Travelex Qatar Q.S.C. Registered Office: Souq Al Badi, PO Box 30808, Doha Qatar 36371

Singapore Travelex Holding (S) Pte Ltd Registered Office: Abogado Pte Ltd, 8 Marina Boulevard #05-02, Marina Bay, Financial Centre Tower 1, 018981, Singapore 197902968M

Switzerland Travelex Switzerland AG Registered Office: Gebauden B1-21, Airside Center, 8058, Zurich-Flughafen, Switzerland CH-020.3.027.754-3

United Arab Emirates Travelex Emirates LLC Registered Office: Avenida da Praia Grande No. 409, China Law Building, 16 andar - B48, Macao 134014

United Kingdom Travelex Limited Registered Office: Building 212, Road 2404, Block 224, Muharraq Town, Manama, Bahrain 4001915

United States Travelex Currency Services Inc Registered Office: C/O CT Company, Corporation Trust Center, 1209 Orange Street, Wilmington DE, DE 19801, United States of America 2004853

United States Travelex America Inc Registered Office: Corporate Trust Center, 1209 Orange Street, Wilmington, Delaware 19801, United States of America 2183417

United States Travelex Insurance Services Inc Registered Office: Corporate Trust Center, 1209 Orange Street, Wilmington, Delaware 19801, United States of America 2672410