

EDENPEOPLE PRIVACY POLICY FOR EXTERNAL RECRUITMENT

EdenPeople (Edenred Human Resources Information System - HRIS) includes an external recruitment module, its objective being to facilitate and harmonize the management of applications and potential future candidates. The external recruitment module is accessible to the following types of data subjects:

- ❖ **Candidates** (either prospects, referrals or external candidates wishing to apply for a job offer published by Edenred – for simplification, all these categories are referred to as “Candidates” within this policy)
- ❖ **Ready for hire** (Candidates who will receive a job offer from Edenred)
- ❖ **Pre-hire** (Candidates who have signed a job offer with Edenred)

As part of this activity, some of your personal data is processed by Edenred. The objective of this information notice is therefore to inform you about the personal data we collect in the context of the external recruitment module and how we use it.

Moreover, to enhance and streamline its recruitment process, Edenred has decided to implement the “LinkedIn Recruiter” tool, a SaaS solution provided by LinkedIn Ireland Unlimited Company (“The LinkedIn Platform”). This information notice will also provide information on how Edenred collects, processes, and safeguards your personal data in the context of using the LinkedIn Platform for recruitment management, in strict compliance with applicable data protection laws and regulations. Please refer to the dedicated section at the end of this notice.

For all other data processing operations not identified below and carried out by the LinkedIn Platform, LinkedIn Ireland Unlimited Company will act as the data controller. To obtain more information on such processing, we invite you to consult the dedicated part about LinkedIn recruiter below and LinkedIn’s privacy policy available on the following link: <https://www.linkedin.com/legal/privacy-policy>.

Identity of data controller

Edenred Pte. Ltd., whose registered office is located at 150 Beach Road, #06-05/07 Gateway West, Singapore 189720, is the data controller of your personal data processed for the purpose(s) defined hereafter.

Categories of personal data collected

Edenred Pte. Ltd., as data controller, informs you that, through EdenPeople, depending on the categories below, it collects your personal data related to:

- ❖ Prospects
 - Your identity information (i.e. first name and last name, etc.)
 - Your contact information (i.e. personal email address and phone number, etc.)
 - Your professional life information (i.e. resume and experience level, etc.)

Your personal data may have been indirectly collected, manually, by Edenred through the following ways: LinkedIn profile, external Agencies Candidate, Networking Event, University Forum, referred profile, sourcing on Job Boards, or former application for a job.

- ❖ Referrals
 - Your identity information (i.e. first name and last name, etc.)
 - Your contact information (i.e. personal email address and phone number, etc.)
 - Your professional life information (i.e. resume and experience level, etc.)

Your personal data have been indirectly collected by Edenred via the referral process, i.e. an Edenred employee has suggested your profile for an open position in our company.

- ❖ External candidates
 - Your identity information (i.e. first name and last name, etc.)
 - Your contact information (i.e. personal email address and phone number, etc.)
 - Your professional life information (i.e. resume and experience level, etc.)

- If you have created one, your account information (i.e. login, password and, if the case may be, job alerts)
- Your candidate information (i.e. compensation requested, application status, etc.)

Your personal data is directly collected through the application form, and during exchanges that may occur as part of the recruitment process.

- ❖ Ready for hire (Candidates who will receive a job offer from Edenred)
 - Your identity information (i.e. first name and last name, etc.)
 - Your contact information (i.e. personal email address and phone number, etc.)
 - Information related to the job offer, necessary to generate the offer letter
- ❖ Pre-hire (Candidates who have signed a job offer with Edenred)

Once your profile has been selected, complementary information will be requested from you.

 - Your identity information (i.e. first name and last name, gender, etc.)
 - Information necessary to allow the successful completion of the hiring and onboarding process of new hires, (i.e. date of birth, marital status, national ID (necessary for establishing pay slips and complying with Edenred Pte. Ltd's legal obligations related), work permit, financial information for payroll, and other information such as information related to disabilities, photograph, etc.

Your personal data is directly collected through EdenPeople and during exchanges that may occur as part of the recruitment process.

Purposes of the processing

Your personal data is processed by **Edenred Pte. Ltd.** for the purposes of:

- ❖ Prospects & Referrals management
 - Identification of potential future candidates
 - Encouraging applications for jobs in EdenPeople
- ❖ External candidate management
 - Enable the successful completion of the recruitment process
 - Checking that the candidate's profile matches the expectations of the proposed position
 - Checking that the external candidate's profile matches the criteria sought for a future job (Candidate pool management)
 - Give visibility to candidates regarding the follow-up and history of their application process
 - Communicating to the candidates about job offers that may be of interest to them.
- ❖ Ready for hire (Candidates who will receive a job offer from Edenred)
 - Generating an offer letter
- ❖ Pre-hire management (prospects, referrals or external candidates who have signed a job offer with Edenred)
 - Collect the necessary documents to establish the employment contract
 - Prepare the needed IT material
 - Create the new hire in the Active directory
 - Customize EdenPeople account with a photo
 - Create payroll account
 - Assign Edenred Group's mandatory learning sessions to the pre-hire

Legal basis of the processing

Those personal data processing activities are respectively legally grounded on:

- ❖ Prospects & Referrals

It is Edenred legitimate interest to identify potential future candidates whose profile is likely to be of interest to recruiters and to encourage them to apply for published job offers.

❖ External candidates

- Some pre-employment requirements imply the processing of your personal data to manage the application's steps, and the application's evaluation (i.e. verification of the suitability of the profile with the company's needs)
- The pre-hiring step is based on the compliance with legal obligations Edenred is subject to **Singapore labor law**.
- It is Edenred legitimate interest to communicate to the candidates about job offers that may be of interest to them and to identify profiles that could match the criteria sought for a future job, because it allows to optimize the recruitment process.

❖ Ready for hire (Candidates who will receive a job offer from Edenred)

It is Edenred legitimate interest to process your information to generate an offer letter

❖ Pre-hire (Candidates who have signed a job offer with Edenred)

- The collection of your information to prepare your contract, prepare your IT material, your payroll account and create your profile in the Active Directory is necessary for the execution of pre-contractual measures and the establishment of the contractual relationship between the pre-hire and Edenred.
- It is Edenred legitimate interest to collect your photo to create your employee badge of access.
- The collection of your photo to customise your account, that will be used for the organisational chart is based on your consent.

Recipients of the personal data

Your personal data will be accessible to the authorized personnel of Edenred SE, i.e. the Human Resources Department members in charge of recruitment and the managers to whom the offer is attached, each of them with dedicated access rights according to the scope of their need-to-know.

Your personal data will not be disclosed to third parties except, as necessary, to the following companies, along with their own subcontractors, expressly authorized by **Edenred Pte. Ltd.** for the performance of the service provided:

- Edenred SE, the Headquarter of Edenred, to provide assistance regarding maintenance, administration management, authorization, massloading, purge and exercise of rights.
- Workday Limited, the SaaS solution provider and Mercer EverBe, the integrator, both ensuring the maintenance and technical support
- ConvictionsRH, supporting the HRIS Run team in the implementation and maintenance of EdenPeople and its future evolutions
- Everbe, supporting the HRIS Run team in the implementation and maintenance of EdenPeople and its future evolutions
- Microsoft, (for Pre-hire only) integrating your contact into the Active Directory

Transfer of the personal data

Edenred Pte. Ltd. ensures that your personal data collected within the EdenPeople framework will not be transferred outside the European Union in the absence of an adequacy decision by the European Commission (article 45 of the GDPR) or the establishment of appropriate and adequate safeguards ensuring the security and protection of your personal data, in this case standard contractual clauses (article 46 of the GDPR).

In the frame of administration support provided by Workday, your data might be transferred to the USA (in exceptional situations for a very specific issue when access from a European country is not possible).

Retention of the personal data

❖ Prospects & Referrals

Your personal data is retained by **Edenred Pte.Ltd.** for 3 months from the time of the registration performed by the recruitment team or the Edenred employee referring. If you choose to apply to an offer, you become an external candidate. The retention periods below will thus apply.

❖ External candidates

Your external candidate information will be retained by **Edenred Pte.Ltd.** for 2 years from your last application date in a CV database, so that you can be recontacted if we identify new offers that could correspond to your profile. Please note that if you created a candidate account, the data linked to your account will be retained by **Edenred Pte. Ltd.** for 2 years from the last connection to your candidate account. If you are recruited by Edenred and that you are involved in the pre-hiring step, the collected personal data for this need will be saved in your employee file.

❖ Ready for hire and pre-hire

Your personal data is retained as long as you are in a professional relationship with Edenred Pte. Ltd. . After termination of your contract, your personal data will be sorted out and the remaining data retained only for legal purposes, notably such as accountings, tax or social reasons, for 7 years in case of litigation.

Once these periods are reached, your personal data is definitively deleted.

Exercise of rights for data subject

In accordance with the applicable regulation, you are entitled to access to, rectify, and erase your data. Under certain circumstances and the conditions set forth in the applicable law, you also have a right to object to and obtain restriction of the data processing activity, and a right to data portability.

You can exercise your rights by writing to us through [Data Subject Access Request \(DSAR\)](#). If you have further queries in this regard, you may contact our HR Department, 150 Beach Road, #06-05/07 Gateway West, Singapore 189720.

We also remind you that you can lodge a complaint about the processing of your personal data with your local personal data protection authority, such as the Personal Data Protection Commission.

Artificial Intelligence

As part of its activities, Edenred may use artificial intelligence (AI) technologies when providing services or products, in the context of chat sessions/conversational agent or within Edenred activities. Edenred is committed to adhering to the applicable laws and regulations related to the use of AI, which includes ensuring the responsible, ethical, transparent and trustworthy use of AI within its business activities.

Version modified on June 12th, 2025