

## **Privacy Notice to Employees and Job Applicants**

### **About Global Payments**

This Notice is being provided to you by Global Payments, Inc., which is referred to in this Notice as the “Company” or “Global Payments.” The Company is a publicly-traded company formed in the State of Georgia, United States (“Global Payments”), which, through its subsidiaries and affiliates, operates in a variety of jurisdictions around the world. In some jurisdictions, alternate or additional Notice will be provided to employees and job applicants.

### **Privacy Principles**

The Company recognizes its responsibilities in relation to the collection, holding, processing, use, disclosure and disposal of personal information it collects from its employees and job applicants under applicable privacy laws. The Company takes steps to ensure that your personal information is collected only for lawful and relevant purposes and that its accuracy will be maintained.

### **How the Company Uses Your Personal Information**

From time to time, the Company may ask you to provide your personal information for purposes related to your employment or prospective employment, including:

- The processing of your employment application, including identity and background checks;
- Human resources management purposes, such as the planning and implementation of staffing and training, promotions, transfers, secondments and other career related matters; addressing performance reviews and grievances; the review, implementation and administration of the Company’s staff benefits, and human resources and payroll administration, including expense reimbursements;

- The provision of employee references (obtained by the Company from third parties and given by the Company to third parties);
- To facilitate communications and coordination among the Global Payments Group and for corporate governance purposes where it is lawful and appropriate to do so;
- To comply or monitor compliance with internal rules, policies and procedures as well as laws, regulations and rules that apply to the Company or the Global Payments Group; and
- In response to requests from governmental authorities, including foreign governmental authorities.

### **Disclosure of Personal Information**

Your personal information will be kept confidential where possible and, subject to the provisions of applicable privacy laws, may be:

- Made available to appropriate persons within the Global Payments Group, locally and internationally;
- Supplied to any agent, contractor or third party who provides administrative or other services (including outsourced services) to the Global Payments Group, locally or internationally, such as external auditors, medical practitioners, trustees, insurance companies, actuaries, consultants, agents or service providers appointed by the Company or any affiliated company within the Global Payments Group to plan, provide or administer any part of the Company's human resources function (including, for example, payroll, expense reimbursements, employee benefits and records management);
- Supplied to persons seeking employee references;

- Disclosed to any government departments or other appropriate governmental or regulatory authorities, locally or internationally, in response to court orders or subpoenas, to exercise and defend legal rights of the Company or the Global Payments Group, or in connection with efforts to investigate, prevent or take action regarding illegal activity and crimes, including fraud and other wrongdoing;
- Made available to any actual or proposed purchaser of all or part of the business of the Company or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in the Company or any of its parent companies;
- Made available to third parties in the form of directories of names and office telephone numbers of key personnel of the Company for promotional and administrative purposes; and
- Used, disclosed or transferred for any purpose directly related to your employment or prospective employment with the Company or its affiliate.

Your personal information may be transferred outside your country to countries or territories which do not have the same level of data protection laws that apply in your country. For instance, your personal information may be transferred to the Global Payments Group and to the agents, contractors and third parties in foreign countries as described above. The Company will take appropriate steps to maintain the security of your personal information in these other countries, as described in greater detail below.

### **Security of Personal Information**

The Company will take practicable steps to secure your personal information and to avoid unauthorized or accidental access, erasure or other use. Personal information may be stored by the Company, any member of the Global Payments Group and third parties (as described above) physically or electronically, including in a cloud, locally or internationally, and may be accessible by these parties either locally or internationally.

## Access and Correction of Personal Information

You have the right to ascertain whether the Company holds your personal information, to obtain a copy of the information, and to correct any information that is inaccurate. You may also request the Company to inform you of the type of personal information it holds about you.

Requests for access to and correction of the personal information the Company holds about you or for information regarding the Company's policies and practices should be addressed in writing to the Privacy Office at [privacy@globalpay.com](mailto:privacy@globalpay.com).

If you have any questions about this notice, please consult the Company's local human resources department or the Company's corporate privacy office using the contact information above.

Nothing in this notice shall limit the rights of employees and potential employees under applicable privacy laws.

Please sign and return the attached copy of this notice indicating your acknowledgement that you have read and understand the terms contained therein.

- By checking the box on this form (or electronically, if applicable), I hereby give my explicit consent to the disclosure of personal information, including sensitive personal information, about me to the classes of persons and recipients described in this notice and to the transfer of my personal information, including my sensitive personal information, outside of my country as described in this notice. I also explicitly consent to the collection, use and storage of my personal information, including but not limited to in a cloud (both locally and internationally) by the Company, any company within the Global Payments Group, and any third party to whom my personal information has been disclosed in accordance with this notice, for the purposes described in this notice. I understand that when my personal information is transferred to another country, that other country may have in place laws and regulations that provide for less protection of my personal data. I

acknowledge that I have read, understand and explicitly consent to the processing described in the above terms and that I agree to the terms set forth in this notice.

If you are completing this form on paper (not electronically), please complete the following section:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Date: \_\_\_\_\_