

# Privacy Policy for Job Applicants

## ABOUT THIS POLICY

Please carefully read this Privacy Policy before using this website. Your access to and use of this website and application for a job at Thomson Reuters are conditioned on your acceptance of this Privacy Policy.

If you do not accept it, you should leave the website and not submit any information through this website.

Any relevant misrepresentation or false statements made by you in your online application may be sufficient cause for: (1) disqualification from consideration for employment with Thomson Reuters; or (2) should such relevant misrepresentation or false statements affect the basis of a future employment relationship, termination from employment with Thomson Reuters, as permitted by law.

## SCOPE OF THIS POLICY

For purposes of this Privacy Policy, "Thomson Reuters" refers to Thomson Reuters and its affiliates around the world. The term "information" also includes any personal information submitted by you through the website.

## APPLICANT DATA

For purposes of this Policy, your job application, personal data and any other information you submit while using this website is called "Applicant Data."

## HOW APPLICANT DATA IS USED

Your application, your personal data and any other information you submit while using this website ("Applicant Data") will be used by Thomson Reuters for job application evaluation and processing, human resources and employment purposes.

Unless legally required to do otherwise, Thomson Reuters will share your data only with other entities hired to provide employment verification services, or human resource services providers, and always under conditions of confidentiality. Thomson Reuters will not trade or sell your personal information for use by any other company without your prior consent.

The information you submit will be accessible to the Thomson Reuters personnel involved in the job application and recruitment processes. **BY TRANSMITTING INFORMATION TO THOMSON REUTERS VIA THIS WEBSITE, YOU EXPLICITLY CONSENT, UNDERSTAND AND AGREE THAT THOMSON REUTERS MAY USE THAT INFORMATION FOR JOB APPLICATION EVALUATION AND PROCESSING, HUMAN RESOURCES AND EMPLOYMENT PURPOSES, INCLUDING:**

- using this information to evaluate you as a candidate for a position with Thomson Reuters;
- disclosing the information to Thomson Reuters managers, supervisors or other Thomson Reuters employees (this includes possible disclosure to Thomson Reuters affiliates and subsidiaries globally);
- the transmission and storage of your information to a secure data center in the U.S. managed by a trusted service provider;
- if a job offer is extended, your information may also be shared with one or more service providers assisting in the hiring process; and
- using the information to comply with job applicant and employee reporting requirements, when required by law.

Your Applicant Data will be added to our international resume database, which is currently located in the United States. In the future, this database might be re-located and stored on non-U.S. servers without prior notice.

You may be asked to voluntarily provide certain personal data (for example, your gender) for various reasons, including: 1) to meet government requirements; 2) in connection with diversity, inclusion and/or human resource initiatives or 3) if required to do so under applicable local law or regulations. Thomson Reuters may disclose this "self-identification" data externally, but only in the aggregate (meaning that your personal data will not be shared) and only for limited purposes, such as to respond to customer inquiries or surveys. Self-identification data will not be used to make decisions regarding recruitment and hiring. However, if you are hired, such self-identification data may be stored in the Thomson Reuters human resources management system.

## WHO MIGHT ACCESS OR RECEIVE APPLICANT DATA

Thomson Reuters may also share your personal data with Thomson Reuters personnel or other Thomson Reuters entities for further consideration.

Thomson Reuters may also share and transfer your personal data to an affiliate, subsidiary or unrelated company in relation to a merger, acquisition, sale or disposal. Thomson Reuters may also permit third parties, such as technical personnel, to access its job applicant database for the purpose of maintenance, testing, software upgrades and the like. All such third parties will be required to sign appropriate confidentiality agreements.

Thomson Reuters may share your Applicant Data with other companies who provide employment verification and/or background check services.

## YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA

As explained above, your personal data may be processed during the recruitment process by Thomson Reuters, its affiliates and service providers, including entities not located in European Economic Area (EEA).

Your responses to questions requesting your personal data are voluntary and you have the right to access, correct and/or delete your personal data by contacting [global.recruiting@thomsonreuters.com](mailto:global.recruiting@thomsonreuters.com). If you request the deletion of your personal data and you are a U.S.-based candidate, it will be retained in accordance with applicable laws regarding record retention, but you may withdraw your employment application at any time and Thomson Reuters will make your record inactive.

Please do not submit sensitive personal data - such as information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, party or trade-union membership, health, genetic code, addictions or sex life, or criminal records/history - in connection with a job application or personal profile – unless it is clearly and specifically requested. If you are asked to provide any of these types of data, it will be processed for the purposes described in this Privacy Policy and in accordance with applicable privacy laws.

## RETENTION OF APPLICANT DATA

Some countries' laws require Applicant Data to be retained for a specific period of time. Thus, once you submit your information, it will be retained in accordance with applicable legal and regulatory requirements.

## INFORMATION SENT BY YOUR WEB BROWSER

Thomson Reuters may collect information that is sent to us automatically by your web browser. This information typically includes the IP address of your Internet service provider, the name of your operating system and name and versions of your browser. The information we receive depends on your computer or device's web browser settings. Please check your browser if you want to view what information your browser sends or learn how to change the browser settings.

## INFORMATION COLLECTED BY PLACING A "COOKIE" ON YOUR COMPUTER

Thomson Reuters may obtain information about you by installing a "tag" on your computer's hard drive. This tag is known as a "cookie."

This website uses "session cookies." A session cookie is used to tag your computer with a computer-generated, unique identifier when you access our site. A session cookie does not identify you personally and expires after you close your Internet browser. Thomson Reuters uses session cookies to collect statistical information about the use of this website. We analyze this information (known as "clickstream data") in statistical form to better understand website visitors' interests and needs to improve the content and functionality of the site.

You may set your Internet browser to reject cookies or alert you when a cookie is placed on your computer. Although you are not required to allow your browser to accept cookies when your computer visits this website, please be aware you may be unable to use all of the functionality of the site if your browser rejects cookies.

## WEBSITE DISCLAIMER

Thomson Reuters will use reasonable efforts to include up-to-date and accurate information on this website, but to the extent permitted by law, Thomson Reuters makes NO REPRESENTATIONS, WARRANTIES, OR ASSURANCES AS TO THE ACCURACY, CURRENCY OR COMPLETENESS OF THE INFORMATION PROVIDED. THOMSON REUTERS WILL NOT BE LIABLE FOR ANY DAMAGES OR INJURY RESULTING FROM YOUR ACCESS TO (OR INABILITY TO ACCESS) THIS WEBSITE, OR FROM YOUR RELIANCE ON ANY INFORMATION THAT IS PROVIDED ON THIS WEBSITE.

## CHANGES TO THIS PRIVACY POLICY

Thomson Reuters reserves the right to update or modify this Privacy Policy at any time without prior notice, by posting a revised version on this site. If Thomson Reuters, the modification will only apply to information collected after we have posted the revised Privacy Policy.

## QUESTIONS

Any questions you have about this policy should be sent to [global.recruiting@thomsonreuters.com](mailto:global.recruiting@thomsonreuters.com).

## ADDITIONAL INFORMATION AND REQUIRED DOCUMENTS

You may be required to produce original documents that verify your employment eligibility and identification.

Unless otherwise noted in a specific job description, relocation assistance is not provided.

Where permitted by law and/or required locally, a medical questionnaire and/or standard medical exam (or medical exam determined by Thomson Reuters) and/or a drug test may be requested by Thomson Reuters as part of the application process.

## AUTHORIZATION

Subject to applicable law, I authorize Thomson Reuters to undertake a background check, including but not limited to a conviction search and verification of the information I have provided. I agree to sign any additional documents that may be required in order for Thomson Reuters to undertake such an investigation.

I authorize Thomson Reuters to collect, process, transmit and store my personal data in the United States, where it will be handled for the Thomson Reuters application process, for sending me announcements of future job opportunities as they become available and for administrative purposes.

For residents of the European Economic Area (EEA), I understand and agree that Thomson Reuters may transfer my personal data to countries outside EEA.