

WILLIS TOWERS WATSON

APPLICANT PRIVACY NOTICE

Last Updated: August 2017

Willis Towers Watson PLC (“Willis Towers Watson,” “We,” or “the Company”) values your trust and is committed to the responsible management, use and protection of personal information. This Applicant Privacy Notice (“Notice”) describes our practices in connection with all the information that we collect through the Careers section (“Careers Site(s)”) of our websites, our Onboarding process for new hires and offline in connection with your consideration or application for a job or internship with Willis Towers Watson or one of our affiliates. Personal information submitted elsewhere on Willis Towers Watson’s and its affiliates’ web sites will be used in accordance with our general online Privacy Statement located at <https://www.willistowerswatson.com/en/privacy-and-cookies>.

YOUR CONSENT

Please read this Notice carefully. If you do not accept this Policy, you will not be able to apply for a position online. You must not provide personal information if you do not agree with the terms and conditions set out below.

By agreeing to this Notice, you agree that your personal information may be transferred to the United States or any other country where Willis Towers Watson may conduct business, which may have a different data protection regime than the country in which you reside.

INFORMATION WE COLLECT

Information You Provide

We may collect the following information from you in connection with your application or Talent Network account

- Name, address, telephone number, e-mail address, and other contact information;
- Username and password;
- Work authorization status;
- CV, résumé, cover letter, previous work experience and education information;
- Skills;
- Professional and other work-related licenses, permits and certifications held;
- Information relating to references;
- Any other information you elect to provide to us (e.g., employment preferences, willingness to relocate, current salary, desired salary, awards or professional memberships); and

- Personal information required for background checks and new hire creation after offer acceptance (e.g. National Identifier, Date of Birth, Citizenship, Bank Account Information, and Tax Related Information, Work Authorization Details)

We ask that you avoid submitting sensitive personal information, except where such information is legally required or otherwise appropriately disclosed. We also ask that you not submit trade union membership information.

In some countries we ask for information regarding the ethnic origin, gender, veteran status, and disability of our applicants for equal opportunity monitoring purposes. If you have a disability and would like to request a reasonable adjustment or accommodation to assist you in the application process, please do so in the relevant field during the application process.

To the extent the personal information you provide contains details of your: racial or ethnic origin; political opinions or beliefs; religious beliefs; membership in a trade union or political party; physical or mental health or condition; sexual orientation; commission (or alleged commission) of an offence or related proceedings; job evaluations or educational records, you expressly authorize Willis Towers Watson to handle such details for the purposes of your job application.

Any information you submit to us in connection with your application or through your Talent Network account must be true, complete and not misleading. Submitting inaccurate, incomplete, or misleading information may lead to a rejection of your application during the application process, offer rescission, or inability to receive or be eligible for future professional opportunities at Willis Towers Watson through Talent Network, or disciplinary action including immediate termination of employment. In addition, it is your responsibility to ensure that information you submit does not violate any third party's rights.

If you provide us with personal information of a reference or any other individual as part of your application, it is your responsibility to obtain consent from that individual prior to providing the information to us.

Information from Other Sources

Willis Towers Watson may obtain information about you from your references or from a background check report in connection with your application, as permitted by applicable law.

We may also collect information about you from your recruitment agency, temporary staffing agency or where applicable, your current employer.

USE OF INFORMATION

The information that you submit to us will be used for Willis Towers Watson's global personnel recruitment, management and planning purposes, as permitted by local law, including:

- To process your application;
- To assess your capabilities and qualifications for a job;
- To inform you of future professional opportunities at Willis Towers Watson via Talent Network;
- To conduct reference checks;

- To respond to your inquiries and communicate with you about your application, and to send you information regarding the Careers Site and/or changes to our terms and policies;
- To comply with or monitor compliance with any applicable law or regulation; and
- To conduct background checks if we offer you a position.
- To run analytics on job descriptions and the effectiveness of job postings.
- To create your Employee Profile with Willis Towers Watson after offer acceptance.

The information about you will be added to Willis Towers Watson's international candidate database and may be used to consider you for opportunities at Willis Towers Watson and its affiliates other than the one(s) for which you apply. If you do not wish us to do this, please contact applicantprivacyrequest@willistowerswatson.com. If we hire you, personal information we collect in connection with your application and Talent Network account may be incorporated into our human resources system and may be used to manage the new-hire process; any such information may become part of your employee file and may be used for other employment-related purposes.

Willis Towers Watson may also use the information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, and/or that of our affiliates, you or others; (g) to allow us to pursue available remedies or limit the damages that we may sustain; and (h) for other legitimate business reasons.

Providing personal information to us is voluntary. However, if you fail to provide sufficient information, Willis Towers Watson may be unable to consider your employment application or, if you are hired, to process important employment matters, your subsequent promotion, transfer or relocation.

DISCLOSURE OF PERSONAL INFORMATION

Willis Towers Watson may share personal information with affiliates that are involved in evaluating candidates for a given position. Willis Tower Watson PLC will remain responsible for personal information that is jointly used with affiliates. We will make the information available to personnel with a business need to know the information, including personnel in the recruiting, human resources and information technology departments, and in the department responsible for the position for which you are applying.

Willis Towers Watson may share personal information with our third-party service providers who provide services such as hosting and operating the Careers Site, recruiting assistance, background check processing, and similar services.

Willis Towers Watson also may share personal information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, and/or that of our affiliates, you or others; (g) to

allow us to pursue available remedies or limit the damages that we may sustain; and (h) for other legitimate business reasons.

Willis Towers Watson may transfer information to a third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).

DATA RETENTION

We will retain personal information for the period necessary to fulfil the purposes outlined in this Notice unless a longer retention period is required or permitted by law. We may also retain your information in our Talent Network if you opt-in to that program. We may remove personal information for inactive accounts from our database, subject to any applicable legal or regulatory obligations. Furthermore, we may delete personal information about you (including your CV/résumé) from our database at any time and without providing any reason. Therefore, please retain your own copy of the personal information provided to us.

PASSIVE INFORMATION COLLECTION: COOKIES AND SIMILAR TECHNOLOGY

We and our service providers may use “cookies” and similar technologies on the Careers Site. Please see our [Cookie Notice](https://www.willistowerswatson.com/en/cookie-notice) found at <https://www.willistowerswatson.com/en/cookie-notice> for more information.

ACCESS AND CORRECTION

If you register on one of our Careers Sites, you may access, review, and change your personal information stored therein on each site by logging into that Careers Site and updating your account information. The updated profile will be used as the default the next time you apply for a job using your account online. To change personal information that you have already submitted for consideration for a specific position, please update your profile and resubmit your application for that position. We encourage you to promptly update your personal information if it changes or is inaccurate.

If you register on our Talent Network, you may access, review and change your personal information stored therein by logging into the network and updating your account information.

Apart from information contained in your profile, you may request access to personal information we collect, or its modification or suppression, where permitted by applicable law. Please contact us at applicantprivacyrequest@willistowerswatson.com or 901 N Glebe Road, Suite 600, Arlington, VA 22203, Attn: Privacy with any such requests. In your request, please make clear what personal information you would like to access or have changed, whether you would like to have personal information that you have provided to us suppressed from our database or otherwise let us know what limitations you would like to put on our use of your personal information. For your protection, we may only implement requests with respect to the information associated with the particular email address that you use to send us your request, and we may need to verify your identity before implementing your request. We will try to comply with your request as soon as reasonably practicable. Please note that certain personal information may be exempt from such access, correction, or suppression rights pursuant to local data protection laws.

SECURITY

We seek to use reasonable organizational, technical and administrative measures to protect personal information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us of the problem by contacting us in accordance with the “Contact Us” section below.

Do not send sensitive information to us via email. It is your sole responsibility to use the appropriate level of care whenever you communicate with us.

Willis Towers Watson hereby disclaims, as far as permitted by local laws, any liability for itself and its affiliates and contractors for any personal information we collect in connection with your application or Talent Network account that is lost, misused, illegally accessed, disclosed, altered or destroyed or not timely delivered to our Careers Site.

LINKS TO THIRD-PARTY WEBSITES

The Careers Site may contain links to other websites. This Notice does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website or service to which the Careers Site links. The inclusion of a link on the Careers Site does not imply endorsement of the linked site or service by Willis Towers Watson or our affiliates. We encourage you to read the legal notices posted on those sites, including any privacy policies or notices.

APPLICABLE LAW AND DATA TRANSFER

The Careers Site allows you to apply for jobs world-wide, as a benefit of Willis Towers Watson’s centralized global recruitment function. This Careers Site is operated from the United States. Accordingly, any personal information you submit to the Careers Site will be collected in the United States and will be subject to U.S. laws. However, if we share your personal information with an affiliate located in another country in its capacity as a potential employer, the affiliate will handle your personal information in accordance with this Notice. Any hiring or other employment-related decisions will be made by the hiring affiliate in accordance with the laws of the country where the job will be located.

Your Personal Information may be stored and processed in any country where we have facilities or in which we engage service providers, and by using the Websites you consent to the transfer of information to countries outside of your country of residence, including the United States, which may have data protection rules that are different from those of your country. We have established safeguards to protect Personal Information that is transferred to other countries, including appropriate contractual protections.

ABOUT CHILDREN

The Careers Site is not intended for minors under the age of 18.

CHANGES TO THIS NOTICE

We reserve the right to amend this Notice at any time in order to address future developments of Willis Towers Watson, the Careers Site or changes in industry or legal trends. We will post the revised Notice on the Careers Site or announce the change on the home page of the Careers Site. You can determine when the Notice was revised by referring to the “Last Updated” legend

on the top of this Notice. Any changes will become effective upon the posting of the revised Notice on the Careers Site. By continuing to use the Careers Site following such changes, you will be deemed to have agreed to such changes. If you do not agree with the terms of this Notice, in whole or part, you can choose to not continue to use the Careers Site.

CONTACT US

If you have questions or requests, please feel free to contact us at applicantprivacyrequest@willistowerswatson.com or Willis Towers Watson, 800 N. Glebe Rd, Arlington, VA 22203, Attn: Privacy.