GLOBAL EMPLOYEE DATABASES: PRIVACY STATEMENT

GLOBAL EMPLOYEE DATABASES (CURRENTLY):

- Peoplesoft
- Oracle
- Learning Platforms: Plateau & Sum Total
- Online Performance Management
- Online Talent Management
- MyExpenses;
- Taleo;
- Mercer Prism;
- Our employee share participation databases and applications used to access this information such as: My TeamCentre; ThePoint and Colleague Finder.

DEFINITION: EMPLOYEE DATA

Any data about an identified or identifiable, individual employee contained in our global employee databases e.g. contact information, job title, country of residence, date of birth, data about compensation or expenses, performance data.

1. SCOPE

This Privacy Statement sets out certain important information about how Thomson Reuters handles your employee data in our Global Employee Databases (Employee Data). This Privacy Statement does not apply to employee data held outside the Global Employee Databases. For more information on how we handle employee data held outside the Global Employee Databases, you should check with your local Human Resources Business Partner.

2. TYPES OF EMPLOYEE DATA IN THE GLOBAL EMPLOYEE DATABASES

The types of Employee Data that may be held in the Global Employee Databases include:

- **Personal and family information:**
  name; contact information (including home address, home phone number and mobile phone number); country of residence; date of birth; social security or national insurance number; corporate credit card number; education; CV information; citizenship; photo and passport data; and

- **Employment related information:**
  position/title; location; business unit; employee identification number; contact details; supervisor/manager; reporting structure; employment status (full-time or part-time); date of hire; salary; pay rate; pay level; bonus; stock option awards where applicable; payroll information; job performance and related evaluative information; training related information; grant information for senior executives (including equity award, date, vesting schedule and price) information security data (e.g., username, password(s), access control data and similar security and technical information); and information about use of Thomson Reuters’ facilities and computers, notably computer and telecommunications systems, to the extent permitted by applicable law.
• **Sensitive Data:**
  The Global Employee Databases hold data relating to employees racial or ethnic origin and disability (see definition of ‘Sensitive Data’). This data is used to ensure that Thomson Reuters is meeting legal requirements and its commitments to diversity. Employees are also invited, but not required, to record through thePoint the medical reason for an absence for sickness. This data is retained in the Global Employee Databases and will form part of your employment record.

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<tr>
<th>SENSITIVE DATA COMPRISÉS DATA IN THE FOLLOWING CATEGORIES:</th>
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<tr>
<td>✦ Racial or ethnic origin</td>
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<td>✦ Political opinions</td>
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<tr>
<td>✦ Religious or similar beliefs</td>
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<td>✦ Trade union details</td>
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<td>✦ Health data</td>
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<td>✦ Sexual life data</td>
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<td>✦ Offences or alleged offences</td>
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<td>✦ Court proceedings</td>
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3. **USES OF EMPLOYEE DATA IN THE GLOBAL EMPLOYEE DATABASES**

Thomson Reuters will use and process Employee Data in the Global Employee Databases for the following purposes: (1) maintenance of an internal employee contact directory; (2) workflow management, such as assigning, managing, and administering projects; (3) compensation; (4) performance management; (5) succession planning and talent management; (6) personnel administration; (7) recruitment and employee candidate evaluations; (8) travel expense reimbursement; (9) benefits administration including stock purchase plan options; (10) monitoring and enforcing compliance with company policies and procedures, legal requirements, or the other activities; (11) to support any claim, defence or declaration in a case or before any jurisdictional and/or administrative authority, arbitration or mediation panel as well as to monitor and prevent sexual harassment, discrimination and/or criminal offences; and (12) providing IT support and services.

As necessary and in connection with these purposes and their job responsibilities, members of Thomson Reuters management, HR and IT departments may access and process your Employee Data, both inside and outside your home country. Thomson Reuters takes appropriate steps to ensure that Thomson Reuters staff accessing your Employee Data are bound to duties of confidentiality with respect to Employee Data.

4. **ONWARD TRANSFER**

Thomson Reuters intends to use the Employee Data in the Global Employee Databases for the purposes for which such data was originally collected and does not intend to disclose Employee Data to any third party, except with the appropriate consent of the affected individuals or as provided below, or as otherwise permitted under applicable laws, policies and regulations including the US Safe Harbor Principles.

Thomson Reuters may disclose and transfer Employee Data to certain global human resources data processors, such as Hewitt Associates LLC and its subcontractors in connection with their provision of human resources administration and other services. Thomson Reuters imposes appropriate contractual obligations on Hewitt and other data processors to confirm that such parties provide appropriate protections for Employee Data.

5. **DATA SECURITY AND DATA INTEGRITY**

Thomson Reuters maintains reasonable security measures to safeguard Employee Data from loss, misuse, unauthorized access, disclosure, alteration or destruction. We also maintain reasonable procedures to help ensure that the Data is reliable for its intended use, accurate, complete and current.

6. ACCESS TO EMPLOYEE DATA IN THE GLOBAL EMPLOYEE DATABASES

You can access, review and update most of your data in the Global Employee Databases online. If you want to access any of your other Employee Data in the Global Employee Databases, please email your Human Resources Business Partner. If you are aware of changes or inaccuracies in your Employee Data in the Global Employee Databases and can't change it independently, please contact your Human Resources Business Partner so that the Employee Data can be updated or corrected.

7. DISCLOSURES REQUIRED OR PERMITTED BY LAW

Regardless of any other provisions in this Privacy Statement, Thomson Reuters may disclose or otherwise process your Employee Data in the context of any sale or transaction involving all or a portion of the business, or as may be required or permitted by law, including the Safe Harbor Principles.

8. CONTACT INFORMATION

You can raise any issues regarding this Privacy Statement with your Human Resources Business Partner or by sending an email to employeedata@thomsonreuters.com. If you are an EU-resident or Swiss-resident employee and you cannot resolve your issue directly with Thomson Reuters, you may contact the local data protection authority in your home country for further information.

9. SAFE HARBOR

Please note that as part of its efforts to properly address applicable data protection and privacy legal requirements, Thomson Reuters has registered with and adheres to the principles and additional requirements established under the U.S.-EU Safe Harbor and the U.S.-Swiss Safe Harbor frameworks with respect to the Global Employee Databases. For more information about the Safe Harbor, please refer to the US Department of Commerce website at http://www.export.gov/safeharbor/. As part of our Safe Harbor registration we will adhere to an annual internal audit, verification and self-certification protocol. To find out more about the protocol click here:

Global Employee Databases: Internal Audit, Verification and Self-Certification Guidelines