

Thomson Reuters Candidate Privacy Statement

Effective as of: 9-19-2025

Updated as of: 1-26-2026

Thank you for your interest in working for Thomson Reuters! This Candidate Privacy Statement explains how we collect, use, store, protect, and share personal information of job applicants and candidates worldwide.

This policy applies to all personal information collected or submitted through our Thomson Reuters career websites at careers.thomsonreuters.com and the Thomson Reuters area of myworkdayjobs.com as well as during interviews, assessments, background checks, and other recruitment channels globally.

Who is Thomson Reuters and how can I contact you?

Thomson Reuters Corporation is a Canadian corporation, and the Thomson Reuters group of companies is made up of numerous legal entities with offices located across the globe. Please see our full [list of locations](#). Thomson Reuters acts as a controller of your personal information where we determine how and why personal information can be used. See the [Thomson Reuters Privacy Statement](#) for more information on how we process personal information outside of the job candidate context.

Please see the section “Contact Information” for details about how to contact us.

Information We Collect

We may collect, and have collected or disclosed for a business purpose within the last 12 months, the following categories of personal information:

- **Identity and contact information**, such as name, address, email, phone number, photo, government-issued identification
- **Professional information**, such as resume/CV, employment history, education, qualifications, references, guild/union association membership (where required by law)
- **Application information**, such as position applied for, salary expectations, work eligibility, relocation willingness
- **Assessment information**, such as interview notes, test results, work samples
- **Background verification**, such as employment verification, education verification, criminal records (where legally permitted), drug testing and results (where legally permitted)
- **Medical exam** (where permitted by law and required locally), such as a medical questionnaire and/or standard medical exam where required locally for your job duties
- **Demographic information** (where legally permitted and voluntarily provided), such as gender, ethnicity, veteran status, disability status
- **References**, such as information provided by references you authorize us to contact
- **Account information**, such as your account ID and profile information if you register an account with us
- **Social media profile and information**, such as for example your LinkedIn profile if you choose to provide it to us
- **Audio & video information**, such as video or audio recordings and transcriptions from interviews where legally permissible
- **Cookies and other trackers**, including the collection of IP addresses on our career webpages.

How We Collect Your Information

We collect your personal information from the following sources:

- Webforms or online applications
- Job listing platforms and external recruiters
- Directly from references

- From third parties supporting our background verification or medical exam processes
- Directly collected during interviews

How We Use Your Information and for Which Business Purposes

We use your personal information to:

- Evaluate your application for current or future positions
- Communicate with you about your application
- Conduct interviews and assessments
- Perform pre-employment screening and background checks
- Analyze and improve our recruitment processes
- Comply with legal and regulatory requirements
- Maintain records for future opportunities

We do not sell or share, as generally defined under US state privacy laws, the personal information we use for the above purposes, nor do we process it for targeted advertising and profiling.

Our use of AI within the recruitment process

Thomson Reuters may utilize Artificial Intelligence (AI) to support parts of our global recruitment process. Whenever AI is used as a part of the recruitment process, you will always be clearly notified. The AI system acts as a supporting tool, but there is always a human making the decision if you will be considered for the role. Your candidacy will not be affected if you choose to opt-out of the use of AI within the recruitment process.

Legal Bases for Processing

We process your personal information based on the following legal bases:

Processing	Legal basis
<ul style="list-style-type: none"> • Evaluate your application for current or future positions • Communicate with you about your application • Conduct interviews and assessments • Analyze and improve our recruitment processes 	Our legitimate business interest collecting and processing personal data to assess a candidate's qualifications, skills, and fit for a particular role. This processing is also necessary to facilitate communication with candidates and to manage the recruitment process efficiently, as well as to analyze and improve our recruitment processes for the benefit of Thomson Reuters us and future recruits. Cookie data collected to improve our recruitment process is based on your consent.
<ul style="list-style-type: none"> • Perform pre-employment screening and background checks 	Our legitimate business interests to assess and evaluate your skills and suitability for the intended role, or Compliance with legal obligations depending on jurisdiction
<ul style="list-style-type: none"> • Maintain records for future opportunities 	Consent

Please note that other legal bases may apply locally, depending on jurisdiction.

Data Sharing and Transfers

We may share your information with:

- Our employees involved in the recruitment process
- Service providers (such as background check providers, assessment, AI assistant vendors)
- Our group companies within our corporate structure
- To a third-party in connection with a merger, acquisition, sale or disposal
- Government authorities when required by law

Data Retention

We retain candidate information for 3 years after you have submitted your application, unless:

- You are hired (information transfers to employee records)
- You consent to longer retention for future opportunities
- Longer retention is required by law
- Retention is necessary to protect our legal interests

Your Privacy Rights

Depending on your location, you may have rights to:

- **Request confirmation** if we process personal data about you.
- **Request access** to and a copy of your personal data.
- **Request rectification** of your personal data that is incorrect or incomplete.
- **Withdraw your consent** to our use of your personal data that is based on your consent.
- **Request erasure** of your personal data in some circumstances, but not in cases where we for example are legally obligated to keep your personal data.
- **Request restriction** of your personal data in certain circumstances and you can then, at least for a certain period of time, prevent us from using your personal data for other purposes that for example to manage and defend a legal claim or to comply with legal obligations that we are subject to.
- **Object to the processing** of your personal data that is based on our or another party's legitimate interest for reasons related to your specific situation and if we cannot show that we have a compelling reason for our use of personal data we will stop using your personal data for the relevant purpose.
- **Transfer your personal data** (data portability) under certain circumstances by requesting a copy of your personal data that you have provided to us in a structured format that you can transfer to another recipient.
- **Lodge a complaint with or DPO or the relevant supervisory authority**, please see below for further information and contact details.

To submit a request, you can contact us through our [Data Subject Rights Portal](#), or through any of the channels listed under "Contact Information". Please note that these rights are not absolute, there may be exceptions applicable to our processing of your data.

If you are not satisfied with our response, you have the right to lodge a complaint with our DPO or with the relevant data protection authority in your country. For individuals within the EU, a list of the data protection authorities and their contact details can be found on the European Data Protection Board's [website](#). Our CPO and DPO can be contacted at:

To the Thomson Reuters' Global Chief Privacy Officer:

Chief Privacy Officer
Thomson Reuters
2900 Ames Crossing Road
Eagan, Minnesota 55121
United States of America

To the Thomson Reuters' Data Protection Officer in the EU/EEA:

Data Protection Officer
Thomson Reuters
Landis + Gyr-Strasse 3
6300 Zug
Switzerland

Security Measures

We implement appropriate technical, organizational, and physical safeguards designed to protect your personal information from unauthorized access, disclosure, alteration, and destruction.

Data Transfers

Due to our global nature, when you interact with us, we may transfer your personal information outside of your home country and it will be stored in and accessed from multiple countries, including the United States. Any such transfers will be in compliance with permitted legal mechanisms set out in applicable law, and we have implemented measures to protect your data, including where relevant to enter into applicable Standard Contractual Clauses or adhering to another approved transfer mechanism. If you are in the European Union, United Kingdom, and Switzerland, see our [Data Privacy Framework Supplemental Statement](#) (part of our Global Privacy Statement) for how we transfer your personal data transfers to the United States.

Policy Updates

We may update this policy periodically. Changes will be communicated through our careers' website and, where required, directly to active candidates.

Contact Information

If you have questions about this policy or our privacy practices:

Please visit our website: <https://www.thomsonreuters.com/en/privacy-statement>

Submit a data subject rights request: [link](#)

Thomson Reuters Privacy Office
Thomson Reuters
2900 Ames Crossing Road
Eagan, Minnesota 55121
United States of America

You can also call us:

United States: +1866 6337656

Canada: +16474807000

United Kingdom: +442031973000