

Wood Mackenzie Privacy Notice for California Employees, Applicants, and Independent Contractors

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This Employee, Applicants and Independent Contractor Privacy Notice for Wood Mackenzie Ltd. covers personal data of California consumers (hereinafter, “you” or “your”). This notice is provided on behalf of Wood Mackenzie Ltd., (hereinafter, “we” “our” or “us” or “Wood Mackenzie”) responsible for the processing of your personal data in connection with various human resources functions.

Personal Information We Collect

Category	Examples	Collected {y/n}	Consumer Type [EMPLOYEES / APPLICANTS / CONTRACTORS]
Identifiers	Real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, e-mail address, account name, or other similar identifiers	YES	All consumer types
Personal information categories listed in California Civil Code § 1798.80(e)	Name, signature, physical characteristics or description, address, telephone number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information	YES	All consumer types
Characteristics of protected classifications under California or federal law	California and federal laws provide protection against discrimination if you belong to a protected class. We may collect the following: Age (40 or older), marital status, gender, military status, disability, sexual orientation, citizenship/nationality, race/ethnicity, tribal affiliation.	YES	All consumer types
Commercial Information	Transactions information shared as part of expense reimbursement.	YES	Employees, contractors
Internet and other electronic network activity	IP address, browser history, search history, and information regarding interactions with the site / interactions with internal network	YES	All consumer types
Geolocation data	Geolocation	YES	All consumer types
Audio, visual	Video / audio interview	YES	All consumer types
Professional or employment-related information	Current or past job history; performance evaluations, references	YES	All consumer types
Education information as defined in the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)	Records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records	YES	All consumer types

Sensitive personal information	<ul style="list-style-type: none"> • Social security number, driver's license number, state identification card, passport number 	YES	All consumer types
	<ul style="list-style-type: none"> • Racial or ethnic origin, citizenship or immigration status, religious or philosophical beliefs, or union membership 	YES	Employees
	<ul style="list-style-type: none"> • Personal information concerning medical history, disability, mental or physical health condition, diagnosis, or treatment 	YES	Employees with benefits
	<ul style="list-style-type: none"> • Geolocation 	YES	All consumer types
	<ul style="list-style-type: none"> • Should you choose to provide a response to diversity inquiries, information concerning sex life or sexual orientation 	YES	All consumer types
Inferences	Drawn from any of the information to create a profile or summary	YES	All consumer types

Sources from which we obtain personal information

We obtain personal information from the following sources:

- Directly from you: for example, from your application for employment, forms you complete, or products and services offered to you through us, as well as when you communicate with us, such as when you attend a recruitment event, respond to an invitation from Wood Mackenzie to submit an audio video interview, or send an e-mail or communication through a social media platform such as LinkedIn
- Indirectly from you: for example, from action you take when visiting our websites or that is collected automatically
- Where you have authorised us to collect information from third parties such as background check companies as well as references
- Third parties in connection with products and services they provide to you
- Clients in connection with products and services that they receive from Wood Mackenzie and with whom you have interacted
- From our affiliates and subsidiaries
- Staffing agencies that you have registered with and agreed for them to provide us with your application information
- From another Wood Mackenzie employee should you be referred for a role as part of our referral program
- State and federal government agencies
- Publicly available sources
- We may also collect personal data in other contexts that we will notify you of at the time.

Purposes for which personal information is collected

We may use personal information that we collect for one or more of the following purposes:

- To fulfill the reason the information was provided: for example, to respond to your inquiry / application for employment or to provide the product or service requested
- Enable you to register, set up and maintain an applicant profile
- Evaluate your qualifications and suitability for the desired position, process your application and contact you for further information,
- Considering and contacting you for other potential suitable roles in accordance with your profile preferences
- To operate, evaluate, and improve our business
- To develop, maintain the quality or safety of, improve, upgrade, or enhance our products and services
- To respond to accommodation requests
- Facilitating diversity and inclusion programs (should you choose to participate)
- To perform market research
- To advertise and market our products and services and to determine the effectiveness of such advertising and marketing
- To administer our websites and facilitate use of our websites
- Income and social security tax purposes
- As required or necessary in response to law enforcement requests or to comply with applicable law, court orders, or governmental regulations
- To perform auditing related to a current interaction with you and concurrent transactions, including, but not limited to, counting ad impressions, verifying positioning and quality of ad impressions, and auditing compliance with this specification and other standards
- To detect security incidents
- To resist and protect against malicious, deceptive, fraudulent, or illegal activity
- Investigate complaints and grievances
- To ensure safety of our people, visitors and property,
- To identify and repair errors that impair existing intended website functionality
- To perform services on behalf of, or for, clients or service providers, including maintaining or servicing accounts, providing customer service, processing or fulfilling orders and transactions, verifying customer information, processing payments, providing advertising or marketing services, providing analytic services, or providing similar services on behalf of clients or service providers
- To undertake internal research for technological research, development, analysis, or demonstration
- Notify you of significant changes to our privacy notice
- Additional purposes as explained to you at data collection

Categories of third parties that we disclose personal information to

- Other Wood Mackenzie entities
- Service providers and sub-processors that perform services for us, for example, benefits and recognition, software, payroll, work-related travel arrangements, background checks (where you provide consent), hosting providers, security/protection services
- Other professional service providers as needed, for example legal counsel
- Where you are represented by a recruitment agency, we will share information about your application such as the status of your application, interview feedback, any offers, etc. so that they can discuss this with you and liaise between you, and us
- We may share the name and business contact details of employees and contractors with clients'/ potential clients' or vendors/potential vendors for the purposes of assisting and responding to inquiries and requests

Purposes for which we disclose personal information to third parties

We disclose the following categories of personal information to third parties for the following purposes:

- To operate, evaluate and improve our business
- Protect against and prevent fraud, claims and other liabilities, and to comply with or enforce applicable legal requirements, industry standards, and our policies and terms
- To fulfil contractual obligations with clients and service providers
- To complete services required/requested by you through your candidacy and employee life-cycle
- To ensure safety of our people, visitors and property,
- For additional purposes as explained to you at time of data collection
- In the event we sell or transfer all or a portion of our business or assets (including in the event of a reorganization, dissolution, or liquidation).

Selling or Sharing of personal information

“Selling” mean the selling, renting, releasing, disclosing, disseminating, making available, transferring, or otherwise communicating orally, in writing, or by electronic or other means, a consumer’s personal information to a third party for monetary or other valuable consideration.

“Sharing” means sharing, renting, releasing, disclosing, disseminating, making available, transferring, or otherwise communicating orally, in writing, or by electronic or other means, a consumer’s personal information to a third party for cross-context behavioural advertising.

We do not sell or share personal information.

Your rights regarding your personal information

- The right to know what personal information has been collected about you, including the categories of personal information, the categories of sources from which personal information is collected, the purpose(s) for collecting, selling, or sharing personal information (as applicable), and the categories of third parties to whom personal information has been disclosed
- The right to delete personal information collected about you, subject to certain exceptions
- The right to correct inaccurate information that we maintain about you

How to Contact Us

To exercise your rights, you or your authorized agent may contact us at:

- Email: Privacy@woodmac.com, or call our toll-free number: + 1 833 684 9198
- If you are a candidate, when you create a profile, you will be also provided with details on how to update your profile

In order for us to process your request, we may ask that you provide information that reflects your name and current or prior address(es), such as a billing statement, utility bill, or driver’s license. Any information collected will only be used for identity and address verification purposes. We ask that you please delete information such as account numbers, balances, and license number from any such documents prior to submitting to us.

Non-discrimination / No retaliation

You will not receive discriminatory treatment or be retaliated against for exercising any of your rights as described above or otherwise in accordance with applicable law. Any manager that attempts to retaliate against an employee for exercising such rights will be disciplined, up to and including, termination.