

## Liberty Mutual Job Applicant Privacy Notice – United States

This Privacy Notice pertains to you if you are applying for a U.S.-based position with Liberty Mutual or any of its affiliates and subsidiaries (“Liberty Mutual”, “we” or “us”). This Privacy Notice describes the personal information we collect and how we use it when you apply for a job with us. You may have additional rights under the California privacy laws. For more information about these rights, please go to [Lmi.co/caprivacynotices](https://lmi.co/caprivacynotices) and click on the link California Privacy Policy (Employees).

### I. Categories of Personal for Data

We may collect the following personal information in connection with your application for employment:

- **Identifiers** including your name, alias, postal address, unique personal identifier, online identifier, email address, Internet Protocol address, candidate ID number, Social Security number, driver’s license number, passport number, information necessary to complete an I-9 form, where applicable;
- **Personal information** such as your name, signature, Social Security Number, address, telephone number, driver’s license, education, Motor Vehicle Reports on applicants for certain positions requiring driving;
- **Protected classification characteristics** including age, race, color, ethnicity, ancestry and national origin (if you elect to provide this information), citizenship, sex, veteran or military status;
- **Internet or other similar network activity**, including browsing and search histories while using Liberty websites, device information, information on your interaction with our Careers website;
- **Geolocation Data**, including physical location from where you applied and whether you applied via a mobile device;
- **Professional or employment related information**, including current and/or past job history and your resume, performance evaluations (in the case of internal candidates), as well as information related to whether you are legally authorized to work in the United States and whether you have ever applied to or been employed by Liberty or any of its subsidiaries and affiliates previously;
- **Inferences drawn from other personal information**, such as information gleaned from resume, job interviews and any pre-employment screening or testing that may be conducted;
- **Financial Data**, including your desired salary, salary offer, if we extend an offer of employment to you, we will perform a background check which includes a felony conviction check, and for certain positions, we also perform credit checks;
- **Marketing and Communications Data**, including your preferred roles or positions of interest to you and geographic locations(s) where you are interested in working as well as the best way to reach you about those opportunities;
- **Sensitive Data** as defined under the California Privacy Rights Act when used to infer characteristics of an individual; and
- **Any other information** you elect to provide to us (e.g., employment preferences, willingness to relocate, current salary, desired salary, awards or professional memberships).

### II. How Do We Use Your Personal Data?

Liberty Mutual does not sell job applicant personal data, as that term is defined under the California

Consumer Privacy Act as amended. If you visit Libertymutual.com or other Liberty Mutual websites, we may share (as defined under the CCPA) some personal information (e.g., IP address, device ID) for cross-context behavioral advertising.

Liberty Mutual uses your data for a limited number of business purposes as described in this Notice. Your information may be used for any of the following business purposes:

| <b><u>Business Purpose</u></b>  | <b><u>Personal Data Categories</u></b>  |
|---|---|
| <p><b>Determining your eligibility for the role</b></p> <ul style="list-style-type: none"> <li>▪ For example, we collect your educational and employment qualifications.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Identifiers</li> <li>▪ Personal Information</li> <li>▪ Internet or other similar network activity</li> <li>▪ Professional or employment related information</li> <li>▪ Inferences drawn from other personal information</li> <li>▪ Geolocation data</li> <li>▪ Marketing and Communications data</li> </ul>          |
| <p><b>Processing your employment application</b></p> <ul style="list-style-type: none"> <li>▪ For example, we will conduct a background check if we offer you a job.</li> <li>▪ We perform credit checks on applicants for certain positions.</li> <li>▪ Similarly, we may ask for your driver’s license number to obtain a Motor Vehicle Report if the job requires you to drive.</li> <li>▪ In addition, we will collect your e-mail address and contact information so that we can communicate with you about job opportunities, respond to your questions and welcome you to Liberty Mutual.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Identifiers</li> <li>▪ Personal Information</li> <li>▪ Internet or other similar network activity</li> <li>▪ Professional or employment related information</li> <li>▪ Inferences drawn from other personal information</li> <li>▪ Financial data</li> <li>▪ Marketing and Communications data</li> </ul>            |
| <p><b>Recruiting, Personnel Planning and Management purposes</b></p> <ul style="list-style-type: none"> <li>▪ For example, ensuring our job openings are located in areas where talent is interested in those opportunities</li> <li>▪ Ensuring that we are aligning candidates with roles that match their interests</li> <li>▪ Conducting analytics</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Identifiers</li> <li>▪ Personal Information</li> <li>▪ Internet or other similar network activity</li> <li>▪ Professional or employment related information</li> <li>▪ Inferences drawn from personal information</li> <li>▪ Geolocation data</li> <li>▪ Inferences drawn from other personal information</li> </ul> |
| <p><b>Regulatory and Legal Requirements</b></p> <ul style="list-style-type: none"> <li>▪ For example, ensuring we comply with Equal Employment Opportunity laws and other regulations or laws;</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Identifiers</li> <li>▪ Personal Information</li> <li>▪ Protected Classification Characteristics</li> </ul>   |

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| <ul style="list-style-type: none"> <li>▪ Evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Liberty Mutual’s assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding in which personal information held by Liberty Mutual is among the assets transferred;</li> <li>▪ Internal staffing analyses;</li> <li>▪ Exercise and defend our legal rights and positions;</li> <li>▪ Respond to law enforcement requests as required by applicable law, court order, or governmental regulations;</li> <li>▪ Provide improved quality, training, and security;</li> <li>▪ As otherwise permitted by law.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Professional or employment related information</li> <li>▪ Marketing and Communications data</li> <li>▪ Internet or other similar network activity</li> <li>▪ Inferences drawn from other personal information</li> </ul>                         |
| <p><b>IT and network security purposes</b></p> <ul style="list-style-type: none"> <li>▪ For example, to detect and respond to any security incidents.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Identifiers</li> <li>▪ Personal Information</li> <li>▪ Internet or other similar network activity</li> <li>▪ Geolocation data</li> <li>▪ Professional or employment related information</li> <li>▪ Marketing and Communications data</li> </ul>  |
| <p><b>Administrative purposes</b></p> <ul style="list-style-type: none"> <li>▪ Including cost and budgeting purposes, aggregate management reporting, internal training, and as generally required to conduct the business of Liberty Mutual, its subsidiaries and affiliates.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Identifiers</li> <li>▪ Personal Information</li> <li>▪ Internet or other similar network activity</li> <li>▪ Geolocation data</li> <li>▪ Professional and employment related information</li> <li>▪ Marketing and Communications data</li> </ul> |
| <p><b>Cross Context Behavioral Advertising</b></p> <ul style="list-style-type: none"> <li>▪ If you visit Libertymutual.com or other Liberty Mutual websites, using cookies we may display Liberty Mutual ads on other websites or social medial engines that you visit.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Identifiers</li> <li>▪ Internet or other similar network activity</li> </ul>   |

### III. Location of Data

We may transfer, process, and store information you provided in the United States and other countries, some of which may have less protective data protection laws than the region in which you reside. Where this is the case, we will take appropriate measures to protect your personal information in accordance with this Privacy Notice and applicable data privacy law.

Last Updated 12/2/22

#### **IV. Retention of Personal Data**

We retain your information in accordance with our legal obligations, our records retention policies, or as otherwise permitted by law. We will delete your data once the legal obligation expires or after the period of time specified in our records retention policies. The period of retention is subject to our review and alteration.

#### **V. How to Contact Us**

If you have any questions or comments about this Notice or are requesting the Notice in an alternative format, please do not hesitate to contact us at:

Calling: 800-344-0197  
Email: [Privacy@Libertymutual.com](mailto:Privacy@Libertymutual.com)  
Mail: Liberty Mutual Insurance Company  
175 Berkeley St., 6<sup>th</sup> Floor  
Boston, MA 02116  
Attn: Privacy Office

#### **VI. Changes to this Notice**

We reserve the right to amend this Notice at any time. The “Last Updated” date at the bottom of this Notice indicates when we last revised this Notice. Any changes will become effective when Liberty Mutual posts the revised Privacy Notice on the Careers website.