

Privacy notice

1. Introduction

Throughout this Privacy Notice (“Notice”) “Aon” refers to Aon plc, including its affiliated companies and subsidiaries (also referred to as “we”, “us”, “our” or “the Company”) and explains how Aon makes use of the personal information collected about you in connection with your application for employment. A full list of our group entities is available [here](#). In certain jurisdictions, a specific privacy notice may be applicable to your application, which you can refer to [here](#).

2. Collecting Your Information

2.1. The information we collect depends on the requirements of the vacancy and is done in line with applicable laws and regulations, including labour laws of the country where the job position is based. The list below contains possible personal information that will be processed through the employment process at the Company. However, please note that the personal data processed would depend on information provided by you in CV and/or motivation letter and communication with respective Aon employees involved in recruitment process.

It is expected that during recruitment process the following information could be processed:

- contact details, such as your name, address, telephone number and email address and other contact information for your nominated referees;
 - basic personal details, such as your country of residence, immigration status, work permit status, spoken languages;
 - identity verification details, such as your passport, identity card;
 - employment, education and training details, such as your previous employment history, employment references and other similar references, educational and professional qualifications, professional licences and certifications, competency assessment and examination outcomes and training and development details.
- 2.2. You are required to provide any personal information that we reasonably require to assess your application for employment and meet our legal and regulatory obligations. Where you refuse to provide information that we reasonably require in order to fulfil these obligations we may be unable to consider your application.
- 2.3. Where you provide personal information to the Company about third party individuals (e.g. information about your referees), where appropriate, you should provide these individuals with a copy of this Notice beforehand or ensure they are otherwise made aware of how their information will be used by the Company.
- 2.4. In addition to sourcing personal information from you directly, we may also collect personal information about you from other third parties, such as your nominated referees, previous employers, educational and professional establishments, and other professional advisory or vetting service providers in order to verify that information provided by you is accurate.

3. Processing Your Information

We will use the information we collect about you in your application to:

- process applications for employment and inform recruitment decisions taken about appointments and new hires;
- fulfil our legal and regulatory obligations, exercise or enforce our rights, investigate, exercise or defend legal claims or other claims of a similar nature;
- monitor compliance with our legal and regulatory obligations and internal policies, standards, and procedures;
- manage the physical and logical security of our office premises, IT systems, confidential information and intellectual property.

4. Legal Grounds for Processing

The Company relies on the following legal grounds to collect and use your information:

Processing is necessary in order to take steps at the request of the data subject prior to entering into a contract.	We will collect and use your personal information where necessary to assess your application for employment and to determine whether we wish to offer you employment.
Processing is necessary for the purposes of the legitimate interests pursued by the Company.	The collection and use of some of your personal information is necessary to enable us to establish, exercise or defend legal claims or other claims of a similar nature. For example, if there would be any discussions on the compliance of the process, including doubts about any kind of discrimination (usually form candidates to whom employment was not offered).

5. Recipients of Your Information

We generally share personal information about our prospective employees with the following recipients:

- recruitment agencies, where necessary to administer and manage the recruitment process;
- employees involved in recruitment process, where necessary to operate our business;
- legal advisers, insurers and claims investigators, where necessary to investigate, exercise or defend legal claims or other claims of a similar nature; and
- law enforcement bodies, where necessary to facilitate the prevention, detection and investigation of crime and the apprehension or prosecution of offenders.

6. Overseas Transfers of Your Information

During recruitment process it is not planned to transfer your personal data to countries outside European Union (third countries) or international organisations.

7. Retention of Your Information

7.1. The Company retains appropriate records of your personal information to operate its business and comply with its legal and regulatory obligations. Where your application for employment is unsuccessful, we will retain appropriate records of your application no longer than 30 days (only while your application is revised during recruitment process), unless the information is being retained for the purposes described below in section 7.2. We have implemented appropriate measures to ensure your personal information is securely destroyed in a timely and consistent manner when no longer required.

7.2. In addition to the general retention period set out above in section 7.1, we may also retain your personal information for a reasonable period to enable us to match your details with other suitable job opportunities that may arise within Aon from time to time if you indicate such consent during your application process. We will only retain your personal data as long as your consent remains valid.

7.3. We rely on the availability of accurate personal information to assess your application for employment and to match you with future job opportunities that may arise. You should therefore ensure the information you submit to support your application is accurate and, where appropriate, kept up to date. You should promptly notify us of any changes to your personal information.

8. Information Security

We have implemented appropriate security measures to protect the confidentiality, integrity and availability of the personal information we collect about you and ensure that such information is processed in accordance with applicable data privacy regulation.

9. Your Information Rights

9.1. You may have the following rights under as prescribed under applicable to you data privacy regulation in respect of any personal information we collect and use about you:

- The right to access and inspect your personal information or be provided with a permanent copy of the information being held about you.
- The right to request the correction of your personal information or in cases where the accuracy of information is disputed, to supplement the information to give notice that you dispute its accuracy.
- The right to request the erasure of your personal information, particularly where the continued use of the information is no longer necessary.
- The right to object to the use of your personal information, particularly where you feel there are no longer sufficient legitimate grounds for us to continue processing the information.
- The right to request the restriction of your personal information from further processing, e.g. where the accuracy of the information is disputed, and you request that the information not be used until its accuracy is confirmed.
- The right to request that some aspects of your personal information be provided to you or a third party of your choice in electronic form to enable its reuse.
- The right to withdraw consent at any time, whenever we have asked for your consent for processing of your personal data.
- The right to complain to the relevant data protection regulator about our processing of your personal information.

9.2. It is important to note, however, that some of the rights described above in section 9.1 can only be exercised in certain circumstances. If we are unable to fulfil a request from you to exercise one of your rights under applicable data privacy regulation we will write to you to explain the reason for refusal. Where required, further information concerning these rights and their application can be obtained from the Data Privacy Office.

10. Complaints

If you wish to make a complaint about the way we use your personal information you should raise this with us by contacting Human Resources in the first instance. However, if you are not satisfied with the way we have handled your complaint you have the right to raise the matter with the Data Privacy Authority in your country of residence or work or where you believe an infringement of data privacy laws may have taken place.

11. Changes to this Notice

This Notice is not contractual, and we reserve the right to reasonably amend it from time to time to ensure it continues to accurately reflect the way that we collect and use your personal information. Any updates or changes to this Notice will be published on the career website, this privacy notice was updated in November 2022. You should periodically review this Notice to ensure you understand how we collect and use your personal information.

12. Contact Information

If you have any questions about the content of this Notice or the rights conferred to you under applicable data privacy law, you should contact Human Resources.

13. Employee Privacy Notice

Where you are offered employment with the Company a separate employee privacy notice will be issued to you to explain how we make use of the personal information collected about you in connection with your employment.