

JOB APPLICANT PRIVACY NOTICE

This Job Applicant Privacy Notice (“Notice”) applies to Transamerica’s collection and processing of personal information of individuals who are applying for employment (“you”) with Transamerica in the United States. Transamerica (also referred to as “we,” “us” or “our”) includes Transamerica Life Insurance Company, and its U.S. subsidiaries and affiliates.

Protecting your privacy is important to us. We want you to understand what personal information we collect, how we collect it, why we collect it and with whom we share it. We may update this Notice from time to time in the event of changes in these personal information practices. We will post this Notice, along with any updates on Transamerica’s career site, accessed through Transamerica.com. Transamerica may also obtain your consent for material changes to the Notice where required by law or otherwise necessary in Transamerica’s sole judgment.

What Personal Information We Collect, How We Collect It and Why

Transamerica collects the following categories of personal information about you:

- Identifiers, such as your name, address, phone number, and other information that identifies you
- Personal information such as your social security number, driver’s license number or passport number, criminal history, health, and other similar data
- Demographic and other information considered to be protected classifications, such as age, date of birth, gender, race, disability, criminal history, medical conditions, marital status, dependents, beneficiaries, and emergency contacts
- Professional or employment-related information, such as:
 - Details necessary to perform human resource functions, including, but not limited to: name, address, date of birth, social security number, driver’s license number, state identification card number, bank account information, nationality, photo, and immigration status;
 - Data regarding work preferences and skills, such as work history and skills;
 - Application-related information, such as your curriculum vitae (CV), cover letter, previous employment history, education history, qualifications and skills, references, desired salary, interview notes and background screening information; and
 - Any information needed to comply with local legislation, court requests or law enforcement authorities.
- Internet or other electronic network activity information, personal information collected via our websites or apps, such as your login credentials, IP address, search and browsing history, device identifiers, and ad identifiers.
- Audio, electronic, visual, or similar information, such as photographs and information captured on security systems, including CCTV.
- Education information, such as institutions attended and performance.
- Inferences drawn from any of the information identified above to create a summary reflecting your preferences, characteristics, attitudes, intelligence, abilities, and aptitudes.
- Sensitive information (which includes social security, driver’s license, state identification card, precise geolocation, racial or ethnic origin), to the extent noted above.

Transamerica collects personal information when you apply for a position with Transamerica, whether through our online Careers site, through recruiters, or otherwise. We may receive personal information from third parties such as payroll administrators, tax authorities, background check service providers, credit reporting agencies, etc. We may also collect personal information that is available on public internet sites or forums such as through LinkedIn. We may also collect personal information from third parties at your request or as necessary to evaluate and manage your employment application.

Transamerica collects, uses, and processes this personal information to fulfill its recruitment and human resources functions and obligations, including, but not limited to the following:

- to administer, evaluate, and manage your application, or possible application, for employment with Transamerica and to contact you regarding such application;
- personnel administration;
- compensation, payroll, tax, insurance, benefit planning and administration;
- to contact you or your emergency contact;
- recruitment;
- management of health and safety concerns; and
- talent and performance management

We may also use personal information to facilitate administrative functions, including but not limited to:

- maintenance of records relating to business activities;
- budgeting and financial management and reporting;
- to properly verify your identity, prevent fraud and/or enhance security; and/or
- to audit, analyze and provide reporting relating to our recruitment and employment processes.

We may use personal information to comply with legal requirements, and to exercise our legal rights, including but not limited to:

- to comply with laws, regulations, and other legal obligations, such as government reporting;
- to respond to requests in connection with litigation and from law enforcement and government authorities pursuant to valid legal process;
- dispute and complaint resolution, internal investigations and reviews, auditing, compliance, and risk management; and
- establishing, exercising, or defending against legal claims.

To the extent we anticipate using your information for purposes other than those set forth above, we will communicate that to you as required by law.

Transamerica or a service provider on its behalf may collect online data derived from your access to and use of our various internal and external websites through software information collecting tools like a cookie, web beacon or local shared objects. Online data may be collected and used for the purpose of authenticating you to the site and also for maintaining your session. We may also collect and use online data to analyze the use and performance of our websites. You can set your browser security settings to reject cookies, etc., however in doing so you may not be able to take full advantage of various websites' functionality.

What Information We Disclose and To Whom We Disclose It

We may share your personal information with the following categories of recipients:

- with our corporate affiliates and employees in connection with the administration, evaluation, and management of your application for employment and onboarding activities (as applicable);
- with consultants and service providers (for example, we may share personal information to entities that assist with recruitment and talent management, IT maintenance and support, and other business activities on our behalf);
- with regulators, law enforcement, governmental authorities, auditors, and other third parties in order to comply with our obligations or to protect our interests, property, or legal rights, or those of our customers or members of the public;
- with courts, litigants and our attorneys and other advisors;
- in the event that Transamerica is sold or integrated with another business, your details may be disclosed to our advisers and any prospective purchaser's advisers and may be passed to the new owners of the business; and
- as may otherwise be required in the course of our business or to facilitate recruitment and talent management activities.

Within the preceding 12 months, we have shared all or substantially all categories of personal information identified in this Notice with the above categories of recipients for a business purpose.

How Long We Keep Personal Information

The amount of time we retain a particular category of personal information will vary depending on the purpose for which it was collected, our business need for it, and our legal obligations to retain it. We keep personal information for the length of time needed to carry out the purposes outlined in this Notice, and to adhere to applicable law and our records management and retention policies, which reflect applicable statute of limitation periods and legal requirements.

Our Security Procedures

We use administrative, technical, and physical security measures designed to safeguard your personal information that is in our possession against loss, theft and unauthorized use, disclosure, or modification. Of course, despite these measures, no network or system is ever entirely secure and we cannot guarantee the security of networks and systems we operate or that are operated on our behalf.

Data Location

Transamerica is located and operates within the United States. However, your personal information may be transferred to various company affiliates and/or service providers located within or outside of the United States, most notably our parent company, Aegon, which is based in the Netherlands.

California Residents

If you are a California resident, you have certain rights pursuant to the California Consumer Privacy Act, as amended from time to time, including pursuant to the California Privacy Rights Act (collectively the "CCPA") to make requests regarding your personal information:

- (a) [Right to Know](#): A right to know the categories of personal information and/or the specific pieces of personal information we may hold about you;
- (b) [Right to Delete](#): A right to request we delete personal information we have collected from you; and
- (c) [Right to Correct](#): A right to request that we correct inaccurate personal information about you.

You may request to exercise these rights using the webform links above, or by calling us toll-free at 877-247-2401.

We will not discriminate against you for exercising your rights under the CCPA.

Transamerica has not and will not sell or share (as such terms are defined under the CCPA) your personal information with third parties for marketing purposes.

Transamerica collects certain sensitive information (as discussed above in the “**What Information We Collect, How We Collect It and Why**” section). We do not use or disclose sensitive information in a manner that requires us to offer a right to limit such use under the CCPA.

Transamerica does not use automated decision-making tools to process your personal information.

Upon receipt of a request, we will seek to verify your identity to our reasonable satisfaction before responding. This may require you to submit personal information to us during the verification process. You may authorize another individual to submit a request on your behalf through the means indicated above. We may require the authorized agent to provide proof of your signed permission to submit the request and may require you to do one of the following: i) verify your identity directly with us; or ii) directly confirm to us that you have provided the authorized agent permission to submit the request. Certain information may be exempt from such requests under applicable law, such as information we are legally required to obtain for defined periods.

Contact Us

If you have any questions about this Notice or related matters, please contact us at: privacy@transamerica.com.