

## Cigna Corporation Careers Site Privacy Policy

**Last Updated: September 2015**

Cigna Corporation and its affiliates (“Cigna”) value your trust and are committed to the responsible management, use and protection of personal information. This Careers Site Privacy Policy (“Policy”) is applicable to all the information collected by Cigna to facilitate your application for a job within Cigna and includes your use of our Careers site, located at [www.cigna.com/careers](http://www.cigna.com/careers) (the “Careers Site”). Personal information submitted elsewhere on Cigna’s and its affiliates’ web sites will be used in accordance with our general online Privacy Policy (located at [cigna.com](http://cigna.com)).

This Careers Site is operated by Cigna (address: 900 Cottage Grove Rd., Hartford, CT 06059, United States) in order to support Cigna’s recruitment functions.

### **YOUR CONSENT**

Please read this Policy carefully. By submitting your application through our Career site, and accepting the Terms & Agreements within the application, you are indicating your acceptance of our collection, saving, use, transfer and disclosure of personal information as described in this Policy and to the extent permitted under applicable law. If you do not accept the terms you will not be allowed access to apply for a position online.

By agreeing to this Policy, you agree to the transfer of personal information about you to countries outside the country in which you reside and/or to countries with a different data protection regime than in place in the country in which you reside.

### **INFORMATION WE COLLECT**

This Policy covers any personal information you submit to apply or search for a position at Cigna. If you apply through the Careers Site as part of the job application or job search process, the following information may be collected:

- name, contact information;
- log-in and password;
- CV, résumé, cover letter, previous work experience and education information;
- employment preferences, willingness to relocate, current salary, desired salary and how you heard about the Careers Site;
- professional and other work-related licenses, permits and certifications held;
- language and other relevant skills;
- awards and professional memberships;
- eligibility to work in country where job applied for is located, available start date; and
- information relating to references.

We ask that you avoid submitting personal sensitive information, such as race, color, gender identity, sexual orientation, religion or genetic information.

To the extent you provide such personal sensitive information, you expressly authorize Cigna to process such details, to the extent permitted under applicable law.

Any information you submit through the Careers Site must be true, complete and not misleading. Should the information provided be inaccurate, incomplete, or misleading, this may lead to a rejection of your application during the application process or, to the extent permitted under applicable law, disciplinary action including immediate dismissal if you have been employed. In addition, it is your responsibility to ensure that information you submit does not violate any third party's rights.

If you intend to provide us with details of a reference or any other individual as part of your CV/résumé, it is your responsibility to obtain consent from that individual prior to passing the personal information to us.

## **INFORMATION FROM OTHER SOURCES**

To the extent permitted under applicable law, Cigna may obtain information about you from your references or from a background check report in connection with your application.

## **USE OF PERSONAL INFORMATION**

The information that you submit on the Careers Site will be stored in the United States (and in the relevant jurisdiction(s) if the job relates to one of Cigna's affiliated entities outside of the United States). It will be reviewed and processed for the purposes below by employees, consultants and/or service providers of Cigna affiliates around the world. Cigna Corporation will remain responsible for the personal information collected.

Personal information submitted through the Careers Site will be collected, used, transferred and disclosed ("processed") for Cigna's global recruitment functions and for related management and planning purposes. Cigna will use the personal information on your application, to the extent permitted under applicable law, to:

- process your application;
- assess your capabilities and qualifications for a job;
- conduct reference checks;
- provide to you any services available on the Careers Site from time to time;
- respond to your inquiries and communicate with you about your application, and to send you information regarding the Careers Site and changes to our terms and policies;
- comply with or monitor compliance with any applicable law or regulation;
- monitor and record services, whether provided by a Cigna company or a third party; and
- conduct background checks if you are offered a job.

Personal information about you will be added to Cigna's international candidate database and will be used for the purposes of considering whether your profile is suitable for other job vacancies at Cigna. If we elect to make you an offer, personal information you submit may be incorporated into our human resources system and used to manage the new-hire process. If you become an employee, any personal information that you submit may become part of your employee file and may be used for other employment/work-related purposes. Information may also be used in aggregate format for data analysis and compliance purposes.

To the extent permitted under applicable law, Cigna may also use the information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to enforce our

terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, and/or that of our affiliates, you or others; and (g) to allow us to pursue available remedies or limit the damages that we may sustain.

The provision of personal information on the Careers Site is voluntary. Please note, failure to provide sufficient information, however, may result in Cigna being unable to consider your employment application or, if employment is offered, your subsequent promotion, transfer or relocation.

## **DISCLOSURE OF PERSONAL INFORMATION**

Cigna may share personal information with affiliates that are involved in evaluating candidates for a given position. Cigna Corporation will remain responsible for personal information that is jointly used with affiliates. We will make the information available to Cigna employees or agents who have a business need to access such personal information, including personnel in the recruiting, human resources and information technology departments, and in the department responsible for the position for which you are applying.

To the extent permitted under applicable law, Cigna may share personal information about you with selected service providers or consultants acting on our behalf, such as third parties assisting Cigna with the operation of the Careers Site, legal and regulatory authorities; auditors, lawyers and other outside professional advisors; and to companies that provide products and services to the Company and its affiliates (such as human resources services, IT systems suppliers and support; and other third parties engaged to assist the Company and its affiliates in carrying out business activities) located wherever they operate. Cigna seeks to require that third parties use appropriate measures to protect the confidentiality and security of personal information.

To the extent permitted under applicable law, Cigna also may share personal information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, and/or that of our affiliates, you or others; and (g) to allow us to pursue available remedies or limit the damages that we may sustain.

To the extent permitted under applicable law, Cigna also may transfer any and all information that we collect about you to third parties in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of Cigna's assets or stock (including without limitation in connection with any bankruptcy or similar proceedings).

## **DATA RETENTION**

We are required to retain information relating to candidates applying for jobs within the United States. Personal information of candidates applying for jobs in other parts of the world will be retained in accordance with local law. If there is no activity in relation to the personal information, Cigna may remove it from its database, subject to Cigna's data retention obligations and policies and any applicable legal or regulatory obligations or for the period of time permitted by local laws, for the purpose of considering whether your skills are suitable for other opportunities. Note that Cigna may delete personal information about you at any time (including your CV/résumé), without any reason. Therefore, please retain your own copy of the personal information provided to us.

## **PASSIVE INFORMATION COLLECTION: COOKIES AND SIMILAR TECHNOLOGY**

We and our service providers may use "cookies" and similar technologies on the Careers Site. Please see our [Privacy Policy](#) for more information on how we use cookies.

## **ACCESS AND CORRECTION**

If you choose to register on the Careers Site, you may always access, review, and correct the personal information collected about you and stored therein by logging into the Careers Site and updating your

account information The updated profile will be used as the default the next time you apply for a job using your account online; however, some information from the original application may still be visible to Cigna. To change personal information that you already have submitted for consideration for a specific position, please resubmit your application for that position and include the updated personal information about you in the application. We encourage you to promptly update your personal information if it changes or is inaccurate. Upon your request, we will deactivate or remove your personal information from our active databases, although some information may be retained if and to the extent required by law.

If you have any questions or concerns about how we process personal information please contact us at [seeyourself@cigna.com](mailto:seeyourself@cigna.com). You may access, modify or object to the use of personal information as permitted by applicable law. Please contact us at [seeyourself@cigna.com](mailto:seeyourself@cigna.com) with any such requests. In your request, please make clear what personal information you would like to access or have changed, whether you would like to have personal information that you have provided to us suppressed from our database or otherwise let us know what limitations you would like to put on our use of your personal information. For your protection, we may only implement requests with respect to the information associated with the particular email address that you use to send us your request, and we may need to verify your identity before implementing your request. We will try to comply with your request as soon as reasonably practicable. Please note that certain personal information may be exempt from such access, correction, or objection rights pursuant to local data protection laws.

## **SECURITY**

We seek to use reasonable organizational, technical and administrative measures to safeguard personal information transmitted through the Careers Site and stored on our servers. Unfortunately, no method of transmitting or storing data can be guaranteed to be 100% secure. Do not send sensitive information via email. It is your sole responsibility to use the appropriate level of care whenever communicating with us.

If you have reason to believe that your interaction with us is no longer secure (for example, you feel that the security of any account you might have with us has been compromised), you must immediately notify us of the problem by contacting us at [seeyourself@cigna.com](mailto:seeyourself@cigna.com).

Cigna hereby disclaims, as far as permitted by local laws, any liability for itself and its affiliated companies and contractors for any of your information sent to our Careers Site and which is lost, misused, illegally accessed, disclosed, altered or destroyed or not integrally or timely delivered to our Careers Site.

## **LINKS TO OTHER WEBSITES**

The Careers Site may contain links to other websites. The operators of those other websites may collect information about you, through cookies or other technologies. If you link to another website, you will leave the Careers Site and this Policy will not apply to your use of and activity on those other sites.

If you provide personal information through any other site, your transaction will occur on that website (not the Cigna Careers Site) and the personal information you provide will be collected by, and controlled by the privacy Policy of that website operator. Links on the Careers Site to other websites are provided only as a convenience, and the inclusion of such links does not imply endorsement of the linked site. We encourage you to read the legal notice posted on those sites, including their privacy policies. We have no responsibility or liability for your visitation to, and the data collection and use practices of, other sites.

## **DIVERSITY**

Cigna is an equal opportunity employer, which means we offer equal treatment to all applicants. Cigna does not discriminate, either directly or indirectly, on the grounds of race, color, sex, gender identity, sexual orientation, nationality, national origin, ethnic origin, religion, beliefs or creed, age, disability, marital status, veteran status or genetic information in any area of recruitment. In some countries we may ask for information on the ethnic origin, gender and disability of our applicants for

the purpose of monitoring equal opportunity. If you have a disability and would like to indicate as part of your application any relevant effects of your disability and any adjustment which you consider should reasonably be made to the process to assist your application, please do so in the relevant field during the application process.

## **LAW APPLICABLE TO JOB APPLICATION**

This Careers Site allows you to benefit from Cigna's centralized global recruitment function, while applying for jobs world-wide. This Careers Site is operated from the United States. Accordingly, any personal information you submit to the Careers Site will be collected in the U.S. and will be subject to U.S. laws. However, if we share your personal information with an affiliate located in another country in its capacity as a potential employer, the affiliate will handle your personal information in accordance with this Policy. Any hiring or other employment-related decisions will be made by the hiring affiliate in accordance with the laws of the country where the job will be located.

## **ABOUT CHILDREN**

The Careers Site is not intended for minors under the age of 18.

## **CURRENT WORKERS OF CIGNA**

If you currently work for one of Cigna's business units, you must be eligible to apply for a position in a different business unit within Cigna in order to use the Careers Site. If you accept such a position, your benefits programs and Human Resources policies may change. Please consult with the HR manager for the new position concerning application eligibility, benefit programs, and HR policies applicable to that position.

The Careers Site is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to local law or regulation.

## **CHANGES TO THE POLICY**

We reserve the right to amend this Policy at any time in order to address future developments of Cigna, the Careers Site or changes in industry or legal trends. We will post the revised Policy on the Careers Site or announce the change on the home page of the Careers Site. You can determine when the Policy was revised by referring to the "Last Updated" legend on the top of this Policy. Any changes will become effective upon the posting of the revised Policy on the Careers Site. By continuing to use the Careers Site following such changes, you will be deemed to have agreed to such changes. If you do not agree with the terms of this Policy, in whole or part, you can choose to not continue to use the Careers Site.

## **CONTACT US**

If you have questions or requests about this Policy, please feel free to contact us at [seeyourself@cigna.com](mailto:seeyourself@cigna.com).