

Product Privacy Information

Infolex Privacy Overview

Thomson Reuters has a long history of providing reliable and trustworthy information to our customers. We maintain this reputation through a variety of means, which are supported by a comprehensive privacy program.

This document provides an overview of how Thomson Reuters' Infolex handles privacy, and in particular how we protect personal data. It answers questions that our customers often ask to assist in managing their legal, regulatory and business requirements.

What is Infolex?

The Infolex product helps customers to manage information about a matter, analyse the information and to share the information with members of their firm/legal department. It is a matter management solution so the customer can organise information and connect Infolex with government systems (e.g. the Spanish government has a system to notify the lawyer about court information). The product can also store economic information about the matter, such as time sheets and billing information. The result is that Infolex enables legal teams to be more efficient.

How is personal data used within Infolex?

Customers/lawyers add information to Infolex manually in a new matter, and can upload documentation in many formats. Customer/lawyer can connect through a web service to the government and download documentation of the matter to Infolex through the government's web service. There are different screens on the Infolex

What types of personal data flow through Infolex?

Infolex is designed with the following categories of personal data in mind:

- Contact details, such as address, phone number, e-mail address
- User / account names
- Gender
- Logs of internet usage / system usage (e.g. IP address, log-on/off, user actions, websites)
- Personal data that may be entered into free text fields
- End user preferences or product customization
- Date of Birth

In addition, the following special or sensitive categories of personal data may be processed:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Health information
- Criminal convictions/offences including register thereof
- Political opinions
- Sexual life or sexual orientation
- Trade union membership
- Personal financial records

Who can access personal data?

We limit access to personal data only to our vendors and suppliers, e.g. hosting providers. This may include both third parties and other members of the Thomson Reuters group. Where such access is granted, Thomson Reuters puts in place protections (e.g. contractual or other legally recognized protections) to safeguard the processing and preserve the confidentiality and integrity of the personal data.

We occasionally use sub-processors to provide services. A list of the sub-processors that we may use can be found here: www.tr.com/privacy-information.

