

**American International Group, Inc.**  
**China Non-Employee Worker Personal Information Privacy Notice**

**1. Introduction**

American International Group, Inc. and its affiliated entities (“AIG,” “we,” or “us”) value the trust of our workforce and are committed to handling Personal Information appropriately in accordance with applicable law. This China Non-Employee Worker Personal Information Privacy Notice (the “Notice”) applies to workers that are not employed by AIG but have access to AIG facilities and/or corporate networks and systems (hereinafter, “Non-Employee Worker” or “You”).

The purpose of this Notice is to explain what Personal Information we collect, access, use, store, transfer and disclose (together, “process”), and why, in connection with your engagement by us. As used in this Notice, “Personal Information” refers to information about you and other individuals (for example, your partner or other members of your family), and from which you or they are identifiable.

This Notice may be supplemented by other privacy notices that are specific to certain jurisdictions, uses of your Personal Information, summaries or for other reasons detailed in such supplemental notices.

**2. Personal Information We Process**

In the course of your engagement we process Personal Information about you and/or Personal Information of other individuals that you may provide to us. The type and volume of Personal Information will vary depending on your relationship with AIG and the jurisdiction in which you work, but may include the following:

Category of Personal Information	Examples
<b>1. Personal Details</b>	Name, non-employee worker identification number, work and home contact details (email, phone numbers, physical address), language(s) spoken, date and place of birth, national identification number (if permitted by applicable local law), social security number, driver’s licence information, other government issued identification or registration numbers, gender, marital/civil partnership status, domestic partners, dependants, emergency contact information, and photographs and videos, and in some instances, personal details of other individuals (such as your family members).
<b>2. Immigration Related Details</b>	Citizenship, passport data, details of residency and work permit.
<b>3. Compensation, Payroll, and Expenses</b>	Base salary, bonus, benefits, information related to insurance policy when provided by AIG, compensation type, changes in compensation, details on stock options, stock grants and other awards, currency, pay frequency, effective date of then-current compensation, salary reviews, banking details, working time records (including vacation and other absence records, leave status, hours worked and

	department standard hours), pay data, expenses and invoices, card/account number and the card/account use information, and termination date.
<b>4. Position</b>	Description of position(s), corporate status job function(s) and subfunction(s), company name and code (legal employer entity), branch/unit/department, location, engagement status and type, terms of engagement, contractual terms, work history, and reporting manager(s) information.
<b>5. Data Related to System, Device, and Application Usage</b>	Information to access company systems or applications such as IT system ID, LAN ID, email account, instant messaging account, mainframe ID, system passwords, branch state, country code, previous company details, previous branch details, previous department details, audio or video recordings of you, and electronic content produced by you using AIG IT systems.
<b>6. Sensitive Personal Information not already described above</b>	We may also collect certain Personal Information that is deemed “sensitive” under local law, such as information about health, medical information, disability status, financial information, religious beliefs, ethnicity, political opinions, sexual life and orientation, biometric information, passwords or undisclosed criminal records, or the personal information of minors under the age of 14.

	As with any Personal Information, AIG will only process Sensitive Personal Information where permitted by applicable governing law.
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**3. Where Your Personal Information Comes From**

This Personal Information is obtained from a variety of sources, including:

- your communications with us;
- forms you complete as part of your engagement;
- third parties who undertake background checks on our behalf (both at recruitment stage and, in some instances, on an ongoing basis);
- any websites, intranet sites and online portals made available by us for use on or through computers or mobile devices, which you access and use in the course of your engagement;
- the software applications made available by us for use on or through computers and mobile devices, which you access and use in the course of your engagement, including wearable devices; and
- our social media content, tools, and applications, which you access and use in the course of your engagement.

**4. How and Why We Process Personal Information**

We will process your Personal Information for a variety of different purposes during the course of your engagement, and after you have ceased to be engaged by us. The purposes for which we process Personal Information are set out in the table below:

Description of Purpose	Examples
<b>A. Managing and Administering Non-employee Workers</b>	Managing work activities training, leave, managing sickness leave, secondments, honoring other contractual benefits, performing workforce analysis and planning, performing Non-Employee worker surveys, performing background checks (including using your Personal Information, where permitted by applicable governing law, to undertake: ID checks, address verification, education and/or professional qualification verification, employment history verification, criminal or

	<p>conduct checks, credit/bankruptcy/financial integrity checks, adverse media search, directorship search, regulatory checks (e.g. bribery and anti- corruption compliance), sanctions screening against sanction lists to identify criminal or fraudulent activity, terrorist watch-list search) investigating matters and fraud, grievances and terminations, reviewing employment decisions, making business travel arrangements, managing business expenses and reimbursements, planning and monitoring of training requirements and career development activities and skills, administering apprenticeship schemes, creating and maintaining one or more internal Non-Employee Worker directories, and promoting diversity and preventing discrimination.</p>
<p><b>B. Maintaining Business Continuity</b></p>	<p>Ensuring business continuity (including contacting you using your personal contact details (e.g. personal email addresses or mobile phone numbers)), facilitating communication with you at an AIG office, when travelling, during working from home absent an emergency, protecting the health and safety of you and others, safeguarding IT infrastructure, office equipment and other property, and facilitating communication with you and your nominated contacts in an emergency via any means we deem necessary to reduce any risk to you or others (for example by contacting you using your personal contact details by calling or sending SMS text messages).</p>
<p><b>C. Managing and Improving Our Business and Operations</b></p>	<p>Operating and managing IT and communications systems, managing product and service development, improving products and services, managing and securing company premises and other assets, allocating company assets and human resources, strategic planning, project management, business continuity, compilation of audit trails and other reporting tools, maintaining records relating to business activities, budgeting, financial management and reporting, communications, managing mergers, acquisitions, sales, re- organizations or disposals and integration with purchasers.</p>
<p><b>D. Complying with Legal, Regulatory Requirements, and Internal Policies and Procedures</b></p>	<p>Complying with legal and other requirements, such as income tax and national insurance deductions, record-keeping and reporting obligations, performing background checks (as detailed above in section A (Managing and Administering Non-employee Workers) above), conducting audits, compliance with government inspections and other requests from government or other public authorities, complying with guidance issued by our regulators, and responding to legal process such as subpoenas.</p>
<p><b>E. Defending Legal Rights</b></p>	<p>Pursuing legal rights and remedies, defending litigation, and managing any internal complaints or claims, conducting investigations, and enforcing with internal policies and procedures.</p>
<p><b>F. Monitoring Workers and Systems</b></p>	<p>Monitoring – which includes the systematic and repetitive surveillance, tracking, analyzing, observing and/or reviewing an individual – designed to ensure compliance with internal policies, laws and for fraud and crime</p>

	<p>prevention including monitoring of (i) electronic and verbal communications, including telephone, email, instant messaging, and other electronic messages, (ii) use of and access to information systems and technology made accessible by AIG, including internet usage and activity, IT hardware and software content, and other company resources, and (iii) AIG premises, including via Closed Circuit Television and building access logs.</p> <p>For more information about how and why AIG monitors individuals, please review AIG's <a href="#">Global Monitoring Notice</a>.</p>
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AIG will not process Personal Information for any other purpose incompatible with the purposes described in this Notice, unless it is required or authorized by law, authorized by you, or is in your own vital interest (e.g., in the case of a medical emergency).

## 5. Who Personal Information Is Shared With

From time to time, we sometimes need to make Personal Information available to AIG group companies and other unaffiliated parties for the purposes set forth above. We have set out below a list of the categories of parties who we share your Personal Information with.

Type of Party	Examples
<b>Other AIG Group Companies and Departments</b>	<p>Access to Personal Information within AIG is required by policy to be limited to those who have a need to know the information for the purposes described above, and may include your managers and their designees, personnel in HR, IT, Compliance, Legal, Finance and Accounting and Internal Audit.</p> <p>All Employees and Non-Employee Workers within AIG will have access to your name and (i) business contact information, such as work telephone number, office postal address and work email address and (ii) personal contact information, such as personal cell phone number, home postal address and home email address to the extent you make such information generally available (e.g. via corporate directory).</p>
<b>Professional Advisors</b>	Accountants, auditors, actuaries and administrators, lawyers, insurers, bankers, administrators or managers of provident fund schemes and other outside professional advisors in all of the countries in which AIG operates or seeks to operate.
<b>Service Providers</b>	Companies that provide products and services to AIG; human resources services, background check providers (and those background check providers may in turn share Personal

	Information with other third parties), expense management, IT systems suppliers and support; fraud prevention and similar agencies; third parties assisting with equity compensation programs, credit card companies, medical or health practitioners, trade bodies and associations, and other service providers.
<b>Our Clients</b>	Companies that we provide or promote products and services to.
<b>Insurance and Insurance Distribution Parties, and Other Business Partners</b>	Other insurers, reinsurers, insurance and reinsurance brokers, other intermediaries and agents, appointed representatives, distributors, affinity marketing partners and financial institutions, securities firms, and other business partners.
<b>Public and Governmental Authorities</b>	Entities that regulate or have jurisdiction over AIG such as regulatory authorities, law enforcement, public bodies, and judicial bodies.
<b>Other Third Parties</b>	In connection with any proposed or actual reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of AIG business, assets or stock (including in connection with any bankruptcy or similar proceedings), or any other third party to whom you authorize us to share your Personal Information.

## 6. Where We Process Your Personal Information

Due to the global nature of our business activities, for the purposes set out above (see section above ‘How and Why We Process Personal Information’) we may transfer Personal Information to parties located in countries other than where you reside and which have a different data protection regime than is found in the country where you are based, including the United States, United Kingdom, India, Malaysia and the Philippines. When making these transfers, we will take steps designed to ensure that your Personal Information is adequately protected and transferred in accordance with the requirements of data protection law, including by putting in place appropriate data transfer mechanisms (such as contractual clauses). For a list of the companies that may process/handle Personal Information within or outside of China see [www.aig.com.cn/individuals/privacy-notice-disclosure-list](http://www.aig.com.cn/individuals/privacy-notice-disclosure-list) to understand more. American International Group, Inc. will remain responsible for Personal Information about you that is transferred and jointly used.

For further information about these transfers please contact us using the details below (see section 12 below ‘How You Can Contact Us’).

## 7. Our Legal Basis or Justification for Processing Personal Information

AIG will only process your Personal Information based on a valid legal justification and subject to any related exemptions under applicable law. Accordingly, AIG and any third parties acting on AIG’s behalf will process your Personal Information under the following circumstances:

- if necessary for our legitimate interests (subject to restrictions imposed by applicable law);
- in order to execute or carry out a contract with you;

- in order to exercise and defend our legal rights (subject to restrictions imposed by applicable law);
- in order to comply with legal obligations;
- as may be permitted under applicable law, and to the extent an alternative valid justification does not apply, based on your consent.

## 8. How We Secure Personal Information and Maintain Data Integrity

AIG will take appropriate measures to protect Personal Information that are consistent with applicable privacy and data security laws and regulations. We use appropriate technical, physical, legal, and organizational security measures which comply with data protection laws to keep Personal Information secure.

When AIG engages a third party (including service providers) to collect or otherwise process Personal Information on our behalf, the third party is required by AIG to undergo a review of their security measures and enter an agreement that requires use of appropriate security measures to protect the confidentiality and security of Personal Information.

AIG will take reasonable steps designed to ensure that the Personal Information processed is reliable for its intended use and is accurate and complete for carrying out the purposes described in this Notice.

## 9. Personal Information You Provide About Other People

If you provide us with Personal Information about another person, we will process that information in accordance with this Notice.

Before providing Personal Information about another person to us, you must (unless we agree otherwise) (a) inform the individual about the content of this Notice and any other applicable AIG privacy notice provided to you; and (b) obtain their permission (where possible) to share their Personal Information with us in accordance with this Notice and other applicable privacy notices.

## 10. Your Personal Information Rights

The following is a summary of the data protection rights which are available to you in connection with your Personal Information. However, these rights only apply in certain jurisdictions/circumstances and are subject to certain legal exemptions.

If you wish to exercise your rights, please contact us using the details below (see section 12 below ‘**How You Can Contact Us**’).

Right	Description
Right of access to Personal Information	The right to receive a copy of the Personal Information we hold about you and information about how we use it.
Right to rectification of Personal Information	The right to ask us to correct Personal Information we hold about you where it is incorrect or incomplete.
Right to erasure of Personal Information	This right is sometimes referred to as 'the right to be forgotten'. This is the right to request that your Personal Information be deleted or removed from our systems and records. However, this right only applies in certain circumstances.

Right to restrict processing of Personal Information	The right to request that we suspend our use of your Personal Information. This right only applies in certain circumstances.  Where we suspend our use of your Personal Information, we will still be permitted to store your Personal Information, but any other use of this information while our use is suspended will require your consent, subject to certain exemptions.
Right to information about the possibility of denying or withdrawing consent and the consequences of such denial or withdrawal	Where we have relied upon your consent to process your Personal Information, you have the right to information if you choose to deny or withdraw your consent.
Right to complain to the relevant data protection authority	If you think that we have processed your Personal Information in a manner that is not in accordance with data protection law, in accordance with applicable law, you may be able to complain to the data protection regulator where either the alleged infringement took place, or where you live or work.
Rights relating to automated decision making and profiling	The right not to be subject to a decision which is based solely on automated processing (without human involvement) where that decision produces a legal effect or otherwise significantly affects you.  However, this right only applies in certain circumstances.
Right to data portability	This right allows you to obtain your Personal Information in a format which enables you to transfer that Personal Information to another organization, if this is technically feasible. However, this right only applies in certain circumstances.
Right to withdraw consent to processing of Personal Information	Where we have relied upon your consent to process your Personal Information, the right to withdraw that consent.

## 11. How Long We Keep Your Personal Information

We will keep your Personal Information only for as long as necessary given the reasons we collect and hold it. Please view the HR section of the AIG Records Retention Schedule for your country for information about retention periods applicable to AIG’s HR-related Company Records. AIG’s Global Record Retention Schedules are accessible via the AIG intranet [here](#).

## 12. How You Can Contact Us

If you would like to get in touch with us, please contact either your local HR representative or HR Shared Services at [HRSharedServices@aig.com](mailto:HRSharedServices@aig.com). You may also contact the Data Protection/Privacy/Information Officer (“DPO”) for your country if appointed; contact details are available [here](#). If a DPO is not listed for your country please reach out to Privacy Governance at [PrivacyGovernance@aig.com](mailto:PrivacyGovernance@aig.com).

## 13. How Future Changes Will Be Notified



We review this Notice regularly and reserve the right to make changes at any time to take account of changes in our business activities and legal requirements, and the manner in which we process Personal Information. We will place updates on our intranet, inform you of the updates and where appropriate we will give reasonable notice of any changes.