

1. Introduction

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law. **It is important that you read all of this Notice carefully as it sets out how the Wood group of companies ("Wood", "we" or "us") handles your personal information when you apply for a job or other role with us and the rights you have in connection with that information.** If you are in any doubt, or have any comments or questions about this Notice, please contact us using the contact details set out at Section 9 below.

2. Scope

This Notice applies to Wood's applicants. The term "applicants" applies to anyone who applies to work for Wood on a permanent or non-permanent basis, including contingent workers, temporary and contract workers, independent contractors, consultants, professional advisors, secondees and interns. This Privacy Notice is relevant for all Wood workers however people working outside the European Economic Area and Canada may also have local arrangements which their P&O contacts and business managers will inform them about from time to time.

3. Types of personal information we collect when you apply

The collected personal data in the recruitment process is limited to the least amount needed for enabling Wood to consider entering into a contract with you. Failing to provide the required information may prevent us from being able to consider your application further. All mandatory information is marked with an asterisk in the recruitment process.

As a responsible and trusted employer, we want all our applicants to clearly understand the types of information we may process and purposes for doing so.

Information that we collect automatically

You can visit the careers section of our website [here](#) ("**Website**") and search for jobs without providing personal information. However, we do collect certain information automatically from your device when you visit our Website. For further information, please see Wood's Website [Privacy Notice](#) and [Cookies Policy](#)

Personal Information collected from you

The types of personal information, including sensitive or special category data where allowed or required by applicable law we may process include, but are not limited to:

- Identification data - such as your name, gender, photograph, date of birth
- Contact details - such as home and business address, telephone/email addresses, emergency contact details;
- Employment history – such as current and previous employers, job titles/positions, current salary and working hours.
- Background information – such as academic/professional qualifications, education, details included in your CV/résumé (which might include details of any memberships or interests constituting sensitive personal information), transcripts, employment references, psychometric test data and driving licence status.
- Screening questions may be in place relating to facts such as whether a qualification is held or not. For certain positions, our recruitment process relies on automated decision-making on whether to proceed with your application based on the answers. This is necessary for entering or performing a contract with you.



- National identifiers - such as national ID/passport, social security numbers
- Details of your nominated referees (including their name, contact details, employer and job role).
- Right to work information – such as your immigration/visa status.
- Previous applications/roles - information relating to previous applications you have made to Wood and/or any previous employment history with Wood.
- Initial ethics & compliance screening data – such as fraud or ethical issues related information
- Other information you voluntarily provide throughout the process, including through assessment centres / exercises and interviews.
- Other information taken from video assessments, however we will ask for your consent before conducting the assessment

We may need to collect, or request on a voluntary disclosure basis, some sensitive personal information for legitimate recruitment - related purposes: for example, information about your racial/ethnic origin, gender and disabilities for the purposes of equal opportunities monitoring, to comply with anti-discrimination laws and for government reporting obligations; or information about your physical or mental condition to provide reasonable adjustments at interview.

Personal information collected from other sources

The types of personal information we may process, including sensitive and special category data, where allowed or required by applicable law include, but are not limited to:

- Credit checks if applicable to the role
- Health checks if applicable to role
- Security checks if applicable to role
- Drug and alcohol tests if applicable to role
- References provided by referees.
- Other background information provided or confirmed by academic institutions and training or certification providers.
- Criminal records data may be obtained through criminal records checks depending on your job role
- Information provided by recruitment or executive search agencies.
- Information you have posted on LinkedIn and job boards (for example, Oil and Gas Jobsearch).

4. Purposes for processing personal information

We collect and use this personal information primarily for recruitment purposes – in particular, to determine your suitability for employment and to reach a hiring decision. This includes assessing your skills, qualifications and background for a particular role, verifying your information, carrying out reference checks or background checks (where applicable) and to generally manage the hiring process and communicate with you about it.

If you are accepted for a role at Wood, the information collected during the recruitment process will form part of your ongoing staff member record and will be processed in accordance with Wood's Worker Privacy Notice.

If you are not successful, we may still keep your application to allow us to consider you for other suitable openings within Wood in the future, unless you request that we delete your application. We also may use your personal information where we consider it necessary for complying with laws and regulations, including collecting and disclosing worker personal information as required by law (e.g. for tax, health and safety, antidiscrimination laws), under judicial authorization, or to exercise or defend Wood's legal rights.



5. Who we share your personal information with and transfers abroad

We take care to allow access to personal information only to those who require such access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the information is used in a manner consistent with this Notice and that the security and confidentiality of the information is maintained.

Transfers to other Wood companies

We will share your personal information with other Wood companies around the world in order to administer our recruitment processes and store data.

Transfers to third party service providers

We may make certain personal information available to third parties who provide services relating to the recruitment process to us, including:

- recruitment or executive search agencies involved in your recruitment, e.g. Airswift and First Recruitment Group ;
- human resource service providers;
- local criminal records checking agencies, e.g. Disclosure Scotland;
- data storage, shared services and recruitment platform providers, IT developers and support providers and providers of hosting services in relation to our careers website, e.g. iCIMS and IBM; and
- third parties who provide support and advice including in relation to legal, financial / audit, management consultancy, insurance, health and safety, security and intel and whistleblowing / reporting issues, e.g. PwC.

We may also disclose personal information to third parties on other lawful grounds, including:

- Where we share details of your education and employment with a client either with your consent or based on our legitimate interest;
- To comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative or judicial process, including, but not limited to, a subpoena, government audit or search warrant;
- In response to lawful requests by public authorities (including for tax, immigration, health and safety, national security or law enforcement purposes);
- As necessary to establish, exercise or defend against potential, threatened or actual legal claims;
- Where necessary to protect your vital interests or those of another person; and/or
- In connection with the sale, assignment or other transfer of all or part of our business.

In some cases, the sharing described above may result in your personal information being transferred internationally, including from the European Economic Area to a country outside it, for example, your personal information held on our recruitment platform (iCIMS) can be accessed by Wood's recruiters in many of the countries where we have offices or operations, which are listed [here](#). These countries may have data protection laws that are different to the laws of your country (and, in some cases, may not be as protective).

However, as a global company looking to maintain a consistent approach across our businesses, we have taken appropriate safeguards to require that your personal information will remain protected in accordance with this Notice.



These safeguards include:

- entering contracts with partners and third party service providers which protect your data to the same standards as the UK and EEA; and
- reliance on the EU-US Privacy Shield (under Article 45 of the General Data Protection Regulation) to facilitate data transfers to third parties in the US who have a legitimate purpose for accessing it;
- implementing internal data transfer agreements to facilitate data transfers to Wood companies outside of the EEA; and
- implementing a range of organisational and technical security measures, such as cyber security training, role based access and encryption, where appropriate, to ensure personal data is secure.

6. Legal basis for processing personal information

As a global company operating in many jurisdictions including under European data protection law, our legal basis for processing your personal information as part of the recruitment process is:

- our legitimate interests (which are not overridden by your data protection interests or fundamental rights and freedoms, particularly taking into consideration the safeguards that we put in place, for example, those outlined in Section 5 above);
- to comply with applicable immigration and/or employment laws and regulations;
- to take steps prior to entering an employment contract with you, where you are considered for employment;
- in circumstances where you have made the data public;
- where we have your consent to do so. Where we have requested your consent to process your personal data, you have the right to withdraw your consent at any time;
- to protect the rights and interests of Wood, our employees, applicants and others, as required and permitted by applicable law.

If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not.

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us using the contact details provided in Section 9 below.

7. Data retention periods

Personal information will be stored in accordance with applicable laws and kept as long as needed to carry out the purposes described in this Notice or as otherwise required by applicable law. Generally this means your personal information will be retained:

- For a period of 4 years from the date it was collected or last updated.
- For applications made to vacancies in the U.S. we retain your CV for a period of 5 years from the date it was collected or last updated.
- For German residents we retain your CV for 6 months from the date it was collected or last updated, unless you consent for a longer retention period.
- Where you go on to work for us on a permanent or non-permanent basis, in accordance with the Wood's Worker Privacy Notice



8. Your data privacy rights

You may exercise the rights available to you under applicable data protection laws as follows:

- If you wish to access, correct, update or request deletion of your personal information, you can do so at any time by contacting us using the contact details provided below.
- You can object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information. Again, you can exercise these rights by contacting us using the contact details provided below.
- You have the right to contest the automated decision made in the application stage, and the right to an alternative means of making the decision, using human intervention
- If we have collected and process your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the right to complain to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority. Contact details for data protection authorities in the European Union are available [here](#).

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

9. Contact details

If you have any questions or concerns about our use of your personal information, please contact us at privacy@woodplc.com. Contact details for Woods Data Protection Officers are available through privacy@woodplc.com.

Name	Lisa Deverick
Position	Group Data Protection Officer
Date	05 February 2020

