

Privacy Notice for Balfour Beatty Apprenticeship Recruitment Events

Balfour Beatty Plc, Balfour Beatty Group Limited and its group companies (“Balfour Beatty”, “We”, “Our” or “Us”) holds apprenticeship recruitment events for promotion and/or potential recruitment of prospective candidates for Balfour Beatty apprenticeship roles with Balfour Beatty and enables prospective apprenticeship candidates to opt-in to receiving marketing communications for Balfour Beatty apprenticeship scheme roles and to participate in Balfour Beatty’s online ‘Shape’ game application (“the App”) and leader-board.

This Privacy Notice regulates the use and protection by Balfour Beatty of any “personal data” you provide to Balfour Beatty when participating in any Balfour Beatty apprenticeship recruitment events or accessing the App. Personal data is information which identifies (or which could, with other information that we hold or are able to access, identify) a living individual.

Balfour Beatty plc is a “Controller” under the Data Protection Act 2018 and processes personal data in accordance with this legislation and the General Data Protection Regulation (EU 2016/679) (“Data Protection Laws”). For queries on data protection, please contact Balfour Beatty Plc’s Group Data Protection Officer at Group Data Protection Officer, Balfour Beatty Plc, 5 Churchill Place, Canary Wharf, London, England, E14 5HU or dataprotection@balfourbeatty.com.

Personal Data: We will only process personal data about you that you have provided to us pursuant to any Balfour Beatty apprenticeship recruitment events or you accessing the App where you have explicitly opted-in for marketing communications regarding Balfour Beatty apprenticeship roles and where there is a valid legal basis for doing so. Processing of personal data for employment recruitment purposes shall be subject to separate privacy terms notified to you by Balfour Beatty separately.

Examples of personal data that you may provide to us:

- first name, surname and email address;

Where we store your personal data:

All personal data you provide to us pursuant to our Apprenticeship events or the App is stored on systems with appropriate technical and organisational security measures and controls located in United Kingdom, which are sufficient to comply with the requirements under the Data Protection Laws. We will only store your personal data for as long as necessary for Balfour Beatty to process such personal data for the purposes set out in this Privacy Notice and in accordance with Balfour Beatty’s internal retention policies and procedures which can be accessed at <https://www.balfourbeatty.com/recordsmanagement>. The accuracy of the information that we hold about you is important to us. If any of the personal information we hold about you becomes inaccurate or out of date (e.g. a contact/contact information changes), or you object to or wish to restrict us processing it, please inform us as soon as possible using the contact details below, so we can update our records.

Uses made of the Personal Data:

We use personal data held about you for the following purposes:

- promoting and carrying out Balfour Beatty Apprenticeship events and registering and monitoring your interest in Balfour Beatty apprenticeship schemes or roles;
- reporting to authorised Balfour Beatty senior management, line managers and HR representatives with a business need to know for the purposes of internal investigations;
- facilitation of your use of the App and representation of scores in the leader board on the App;
- **where you explicitly consent and opt-in**, delivering marketing communications to you in relation to Balfour Beatty projects or initiatives, apprenticeship roles and/or vacancies which you may be interested in;
- administration and maintenance of the App including strictly where necessary for this purpose sharing with Balfour Beatty IT and the third party suppliers and processors who provide and maintain the App set out below.

Disclosure of your Information:

We will share your information: when required by law, regulatory requirement or government regulators of competent authority, where relevant with Balfour Beatty group companies, our auditors or relevant professional advisers, where necessary to administer and/or support the App with Balfour Beatty's third party suppliers (currently: Beamery and Wordpress) or persons in connection with any sale, merger, acquisition, disposal, reorganisation or similar change in the Balfour Beatty business.

Personal data shall not be transferred to or stored at a destination outside the European Economic Area ("EEA").

Legal Basis for Processing: Data Protection Laws require that we meet certain conditions before we are allowed to use your personal data as described in this Privacy Notice.

Balfour Beatty will not collect personal data from you for the purposes set out in this Privacy Notice which amounts to 'special categories of personal data'. For personal data which does not fall within 'special categories of personal data' under Data Protection Laws, unless otherwise notified, we rely on one of the following legal bases:

- (i) processing is necessary for legitimate interests of Balfour Beatty, for example processing of your contact names and details where required by us in order to enable you to access the App and/or information on Balfour Beatty's apprenticeship schemes;
- (ii) in relation to processing of personal data for the purposes of marketing communications, where you have explicitly consented and opted-in to such processing.

We will ensure that the collection and processing of your personal data:

- is kept to a minimum with regards to the amount of data collected and the extent of any processing;

- will not be overly intrusive to you; and
- will be proportionate in order to meet our legitimate interests, as above.

In the event that you wish to opt-out of your consent to your personal data being used by Balfour Beatty for marketing communications please click the unsubscribe option set out in such marketing communications instructing that you no longer wish to be subscribed to this service.

Your rights in relation to your personal data: Under Data Protection Laws you have the following rights in relation to your personal data:

- right to access your personal data by subject access request;
- right to have your personal data rectified if inaccurate/incomplete;
- right to object to direct marketing;
- In certain circumstances, the right:
 - to have your data erased or removed, and where the personal data has been made public, that other controllers processing the personal data also erase links to, or copy or replication of, such personal data;
 - to restrict the processing of your data;
 - of data portability, namely to obtain and reuse your data for your own purposes across different services;
 - to not be subjected to automated decision making (including profiling) where it produces a legal effect or a similarly significant effect on you; and
 - the right to bring a civil action if there is a breach of the Data Protection Laws.

Contact Us and Complaints: You may contact us in relation to the above rights by contacting Balfour Beatty's group Data Protection Officer at: dataprotection@balfourbeatty.com requests will be administered free of charge.

If you are not happy with the way in which your personal data is held or processed by us, or if you are not satisfied with our handling of any request by you in relation to your rights, we would request that you raise a complaint with our Data Protection Officer at the contact details set out above in the first instance, however, you always have the right to complain re: data protection matters to the Information Commissioner Office (ICO). The ICO is the UK's independent body set up to uphold information rights. You can find out more about the ICO on its website (<https://ico.org.uk/>).

Changes to this Privacy Notice: This Privacy Notice is correct as at March 2019 however we keep this Privacy Notice under regular review, and we reserve the right to change it at any time on notice to you and will notify you where:

- we are making substantial changes, or
- where we are doing something with your personal data, which you might not expect based on what we have told you in this Privacy Notice.