

## Multiplex Careers Privacy Notice (EU)

### 1. Introduction

Multiplex Construction Europe Ltd, Multiplex Plant and Equipment Ltd, Multiplex CDM Services Ltd, Multiplex Services Europe Ltd, Multiplex Energy Services Ltd, Multiplex Global Ltd (Multiplex) are subsidiaries of the Multiplex Group, and a business of Brookfield Asset Management.

Our European Head Office is based in London, and with a regional office in Scotland overseeing Northern UK.

As an essential part of our business, we collect and manage data about our colleagues, as well as about people wish to join us. In doing so, we observe the UK data protection legislation, and are committed to protecting and respecting people's privacy and rights. Specifically, we act as a **"Data Controller"** in respect of the information gathered and processed by this website.

In order that you are reliably informed about how we operate, we have developed this privacy notice, which describes the ways in which we collect, manage, process, store and share information about you as a result of you visiting this site. The privacy notice also provides you with information about how you can have control over the use of your data.

If you have any comments or queries regarding our use of your data, please contact our Data Protection Officer at [dataprotection@multiplex.global](mailto:dataprotection@multiplex.global).

Alternatively, you can write to our Data Protection Officer at Multiplex Construction Europe Ltd, One Broadgate, London EC2M 2QS.

### 2. What information do we collect about you?

If you apply to work for us, we will collect a range of information from you, including your name, home address, date of birth, e-mail address, telephone number, as well as your employment history. This is referred to as your "personal data".

We will also collect sensitive information from you (known as "special categories of data") which includes your racial or ethnic origin, religious beliefs, sexual orientation and any disabilities which you may have. Please be advised that we will treat all special categories of data with extra security, ensuring specifically that only authorised individuals are able to access it. This is additional to the technical controls that we routinely apply to all data, as described in section 6 below.

We will collect your data from you directly, and therefore as part of this application process, we will ask you to complete a number of questions. We may also collect information from you when corresponding with you by telephone, e-mail or letter.

Please note that should you be successful in your application, all of this data may form part of your employment record.

Please also be advised that when you visit this website, and even if you do not make a job application, cookies will be used to collect information about you such as your Internet Protocol (IP) address, which connects your computer or mobile device to the internet, and information about your visit such as the pages you viewed or searched for, page response types, downloaded errors etc. We do this so that we can measure our website's performance and make improvements in the future. Cookies are also used to enhance this website's functionality and personalisation, which includes sharing data with third party organisations. You can control this by adjusting your cookies settings as described in our Cookies Policy.

### 3. How will we use the information?

We use the data collected from you via this website for the purposes listed in the table below. Please note that this table also explains:

- the legal basis for processing your data, linked to each processing purpose; and
- in what circumstances your data will be shared with a third party organisation; and
- for how long we keep data collected by this website.

<b>Purpose for processing data</b>	<b>Legal basis for processing data</b>	<b>Third-party organisations with whom data is shared</b>
To receive, and undertake initial review of, job applications made using this website.	To fulfil contractual obligations this includes taking action before entering into a contract.	None
To liaise with applicants by email or phone: this includes updating applicants on the progress of their application, organising a telephone or face-to-face interview.	To fulfil contractual obligations this includes taking action before entering into a contract.	None
To check applicants' legal right to work.	To fulfil a legal obligation under Immigration, Asylum and Nationality Act 2006 and Article 6(1)(b) Immigration Restrictions on Employment Order 2007/3290	The Home Office
To understand any criminal convictions held against applicants and/or check criminal records where appropriate.	To fulfil contractual obligations this includes taking action before entering into a contract.	Disclosure and Barring Service (DBS)
To make reasonable adjustments for individuals at interview where appropriate.	Both informed and explicit consent, given that this information will include special categories of data.	Occupational Health Providers
To notify applicants that they have been unsuccessful or to make an	Legal obligation under the Offer of Employment (section 1),	None

# MULTIPLEX

offer of employment.	Employment Rights Act	
To contact successful applicants' chosen referees.	To fulfil contractual obligations this includes taking action before entering into a contract.	Basic details will be shared with applicants' chosen referees for identification purposes only via our Background check partner, Experian.
For successful candidates to create a personnel file.	To fulfil contractual obligations this includes taking action before entering into a contract.	Workday HR system, ADP payroll system.
To match the details of unsuccessful candidates, and contact them in relation to any vacancies which may arise within the company which may be of interest.	Consent	None
To report upon the diversity of candidates where required by law.	To comply with a legal obligation, and explicit consent, given that this information will include special categories of data.	

## 4. Your rights?

Under the terms of data protection legislation, you have the following rights as a result of using this website:

### Right to be informed

This privacy notice, together with our Cookies Policy, fulfils our obligation to tell you about the ways in which we use your information as a result of you using this website.

### Right to access

You have the right to ask us for a copy of any personal data that we hold about you. This is known as a "Subject Access Request". Except in exceptional circumstances (which we would discuss and agree with you in advance), you can obtain this information at no cost. We will send you a copy of the information within 30 days of your request.

To make a Subject Access Request, please write to our Data Protection Officer at Multiplex Construction Europe Ltd, One Broadgate, London EC2M 2QS or alternatively email [dataprotection@multiplex.global](mailto:dataprotection@multiplex.global).

### Right to rectification

If any of the information that we hold about you is inaccurate, you can either:

- Email us at [dataprotection@multiplex.global](mailto:dataprotection@multiplex.global);

- Contact our Data Protection Officer at Multiplex Construction Europe Ltd, One Broadgate, London EC2M 2QS.

## **Right to object**

You have the right to object to:

- the continued use of your data for any purpose listed in section 3 above for which consent is identified as the lawful basis for processing i.e. you have the right to withdraw your consent at any time.
- the continued use of your data for any purpose listed in section 3 above for which the lawful basis of processing is that it has been deemed legitimate.

## **Right to restrict processing**

If you wish us to restrict the use of your data because (i) you think it is inaccurate but this will take time to validate, (ii) you believe our data processing is unlawful but you do not want your data erased, (iii) you want us to retain your data in order to establish, exercise or defend a legal claim, or (iv) you wish to object to the processing of your data, but we have yet to determine whether this is appropriate, please contact our Data Protection Officer at the above address.

## **Right to data portability**

If you would like to move, copy or transfer the electronic personal data that we hold about you to another organisation, please contact our Data Protection Officer at the above address.

## **Rights related to automated decision-making**

If you would like to object to automated decision making without any individual involvement, and to the profiling of your data, please contact our Data Protection Officer at the above address.

## **5. Is the processing of information likely to cause individuals to object or complain?**

Multiplex is not aware of any justifiable reasons that would constitute a legitimate reason for objecting or complaining about the way we process or control information.

## **6. How long will we retain information for?**

If your application for employment is unsuccessful, Multiplex will hold your data on file for six months after the end of the recruitment process.

If you agree, Multiplex will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, Multiplex will typically retain information for a period of six years. This is due to regulatory reasons and to ensure our business records are adequate to maintain the requisite levels of insurance.

## 7. Overseas transfers

The applicant tracking system that collects your personal information when you apply for a position is managed and hosted in Australia. The 3<sup>rd</sup> party company we used adheres to Australian Privacy Act and is certified compliant with the EU-US Privacy Shield Framework. If you have any concerns or queries we'd encourage you to review their Privacy Policy <http://www.peoplescout.com/privacy/>

## 8. Data privacy and security

At Multiplex, we maintain a comprehensive data management compliance programme, which includes processes for ensuring that data protection is a key consideration of all new and existing IT systems that hold personal data. Where any concerns, risks or issues are identified, we conduct relevant impact assessments in order to determine any actions that are necessary to ensure optimum privacy.

We also maintain an active information security work programme which seeks to protect the availability, confidentiality and integrity of all physical and information assets. Specifically, this helps us to:

- protect against potential breaches of confidentiality;
- ensure all IT facilities are protected against damage, loss or misuse;
- increase awareness and understanding of the requirements of information security, and the responsibility of our colleagues to protect the confidentiality and integrity of the information that they handle; and
- ensure the optimum security of this website.

## 9. Location tracking via our website

Geo-location tracking, which shows us where you are in the UK, is not used on this website.

## 10. General

Questions and comments regarding this Careers Privacy Notice are welcomed, and should be sent to our Data Protection Officer at [dataprotection@multiplex.global](mailto:dataprotection@multiplex.global).

Alternatively, you can write to our Data Protection Officer at Multiplex Construction Europe Ltd, One Broadgate, London EC2M 2QS

You can also contact our Data Protection Officer if you have any concerns or complaints about the ways in which your personal data has been handled as a result of you using this website.

Alternatively, you have the right to lodge a complaint with the Information Commissioner's Office who may be contacted at Wycliffe House, Water Lane, Wilmslow SK9 5AF or <https://ico.org.uk>