

CAREERS PRIVACY NOTICE

This Privacy Policy applies to the processing of your personal data by Multiplex Construction Europe Limited ("Multiplex") during recruitment. Multiplex's registered office is 99 Bishopsgate, 2nd Floor, London EC2M 3XD.

As an essential part of our business, we collect and manage data about our employees as well as people who wish to join us. In doing so, we observe the UK data protection legislation, and are committed to protecting and respecting your privacy and rights.

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, process, store and share information about you. This 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 personal data or relating to this policy, please contact our Data Protection Manager at dataprotection@multiplex.com or at Multiplex Construction Europe Ltd, 99 Bishopsgate, 2nd Floor, London EC2M 3XD.

TERMINOLOGY

From 25 May 2018, our data processing activities will be governed by the General Data Protection Regulations. For the purpose of the GDPR, we are the 'Data Controller' of all personal data obtained by us as set out in this Policy, because we ultimately determine how your personal data will be handled by us or our sub-contractors, who would be our 'Data Processors'. If we handle your personal data then you are a 'Data Subject'. This means you have certain rights under GDPR in relation to how your personal data is processed, which are also sets out in this Policy.

'Personal data' is any information that can be used to identify you, including your name, e-mail address, IP address, or any other data that could reveal your physical, physiological, generic, mental, economic, cultural or social identity.

'Special category data' means information about you that is sensitive and includes your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data.

DATA PROTECTION PRINCIPLES

We are committed to complying with the Data Protection Principles when processing your data. These provide that personal data must be:

- Processed lawfully and fairly and in a transparent manner
- Obtained for specified explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up-to-date.
- Kept for only as long as necessary for its purpose.
- Safe with appropriate technical and organisational measures against unauthorised or unlawful processing, loss, damage or destruction.
- Managed by the Controller in a compliant manner, with the Controller being accountable for such processing.

PROCESSING DATA IN LINE WITH DATA SUBJECT'S RIGHTS

We will process all personal data in line with 'data subjects' rights, in particular, your:

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.

Right of access

- You have the right to ask us for a copy of any personal data that we hold about you. You can do this by sending a 'subject access request' to us for our consideration.

Right to object

- You have the right to object to the continued use of your data for any purpose for which consent is identified as the lawful basis for processing i.e. you have the right to withdraw your consent at any time.

Right to restrict processing

- This enables you to ask us to suspend the processing of personal information about you, for example if you want to establish its accuracy or the reason for processing it.

Right to rectification

- Where we collect personal data from you, we want to provide a means for you to contact us should you need to update or correct that information. If any of the information that we hold about you is inaccurate, you can tell us and we will rectify it

Right to erasure (also known as the right to be forgotten)

- Where you can request that personal data about you be deleted, where there is no good reason for us continuing to process it, and unless there is a legal or contractual obligation for us to hold onto the data.

Right to data portability

- You have the right to get your personal data from us in a way that is accessible and machine-readable. You can also ask us to transfer your data to another organisation.

Right to withdraw your consent

- You can withdraw your consent for us to process your personal data (if we have relied on your consent) at any time by contacting us

Right to prevent auto-decision making

- We may introduce various technologies that may make an automated decision which uses your personal data to reach a specific decision. If we intend to use such automated decision making technologies, you will be informed and we will obtain your consent to such use and processing of your personal data.
- If you would like to object to automated decision making without any human involvement, and to the profiling of your data, please contact us.

To exercise any of your rights, please contact our Data Protection Manager at Multiplex Construction Europe Ltd, 99 Bishopsgate, 2nd Floor, London EC2M 3XD or email dataprotection@multiplex.com. Multiplex will consider all such requests and provide its response within a reasonable period (and in any event within one month of your request unless Multiplex tells you it is entitled to a longer period under applicable law). Please note, however, that certain personal information may be exempt from such requests in certain circumstances, for example if Multiplex needs to keep using the information to comply with its own legal obligations or to establish, exercise or defend legal claims.

If an exception applies, Multiplex will tell you this when responding to your request. Multiplex may request you provide us with information necessary to confirm your identity before responding to any request you make.

In addition to the above, you can file a complaint to the Information Commissioner's Office (ICO) if you are not happy with how we are processing your personal data

PERSONAL DATA THAT WE COLLECT ABOUT YOU

If you apply to work for us, we will collect and process a range of information about you. This includes:

- Your personal details – name (including title), address, phone number, email, National Insurance number, birth date, gender

- Your employment application details - Job application details, CV, education history, employment history, social media profiles including LinkedIn, previous qualifications or certificates, interview feedback and notes, proof of address, background checks results, email correspondence, offer correspondence including employment terms and conditions, recruitment agency source
- Documentation required under immigration laws - Country of birth, passport details, salary, education, nationality, visa
- Compensation information – salary details, leave details, P45/HMRC forms
- Referee details - name, phone number, relationship to you, email, place of work

SPECIAL CATEGORY INFORMATION

During the process we may capture some special category personal data about you eg information relating to your racial or ethnic origin, religious beliefs, health or sexual orientation, where this has been provided, for statistical purposes and equal opportunities monitoring, or to establish, defend or exercise legal claims in an employment tribunal or any other court of law. We may also process special category information such as your health status to make reasonable adjustments to enable candidates to apply for jobs with us and to assess working capability. We may also process information relating to criminal convictions as part of pre-employment screening check and will only do so where we have obtained your explicit consent or where permitted by law.

We collect personal information that is necessary for us to manage your interest in employment with us and to assist us with complying with our legal and regulatory obligations.

In particular we use your personal information to:

- Receive, and undertake initial review of, job applications made
- 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.
- Check applicants' legal right to work
- Make reasonable adjustments for individuals at interview where appropriate
- Notify applicants that they have been unsuccessful or to make an offer of employment
- Contact successful applicants' chosen referees.
- 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
- Report upon the diversity of candidates where required by law

HOW WE COLLECT AND STORE YOUR PERSONAL DATA

Multiplex collects this information in a variety of ways. For example, data is collected through the application and recruitment process, either directly from you or from an employment agency via

application forms or CVs; when we interact with you online, over the phone, face to face or in writing during the recruitment process; from your passport or other identity documents such as your driving licence; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the Company collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law. Should you be successful in your application, all this data may form part of your employment record.

Data is stored in a range of different places, including in the Company's Applicant Tracking System (Springboard), LinkedIn and in other IT systems (including the Company's email system).

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. For further details about our use of cookies, and information about how you can control use of cookies, please see our Cookies Policy.

ON WHAT BASIS WE PROCESS YOUR DATA

We are allowed to process your personal data where we have a legal basis for doing so. We may rely on more than one of these conditions throughout the recruitment process. The main legal grounds that we rely on when it comes to processing personal data are:

1. Necessary for performing a contract – this is where if we are about to enter into an employment contract and we need to use your personal details to complete this contract. For example, we might need to use your e-mail address to communicate with you
2. Compliance with a legal obligation – this is where we might need to process your personal data in order to comply with a statutory obligation, such the right to work in the UK
3. Consent – this is where we set out specific circumstances where we want to process your personal data (usually special category personal data) and request your consent for this. We will make sure that your consent is explicit. We will usually ask you to tick a box or provide a signature to confirm that you have provided your consent and you can withdraw your consent at any time.

4. Legitimate interest – Where Multiplex relies on legitimate interests as a reason for processing data, it has undertaken a balancing test to ensure that Multiplex's legitimate interests are not outweighed by your interests or fundamental rights and freedoms which require protection of the personal information. Our legitimate interest in processing your personal data includes:
- Your contact details such as your name, address, telephone number and personal email address which will be used to communicate with you in relation to the recruitment process
 - Your cv, any education history, employment records, professional qualifications and certifications in order for us to consider your suitability for the job you are applying for
 - Details of the job role you are applying for, any interview notes made by us during or following an interview with you, in order to assess your suitability for that role
 - Pay and benefit discussions with you to help determine whether a job offer may be made to you
 - Voicemails, emails, correspondence, and other communications created, stored or transmitted by you on or to our computer or communications equipment in order to progress the application through the recruitment process
 - CCTV footage of you onsite in our building reception area for security reasons, for the protection of our property and for health and safety reasons

WHO HAS ACCESS TO YOUR DATA?

Your information will be shared internally, including with members of the HR and recruitment team (including payroll), your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

Multiplex shares your data with third parties in order to administer the working relationship with you on the following basis:

- With recruitment agencies to assist with recruitment into Multiplex
- To obtain pre-employment references from other employers, employment background checks from third-party providers (Experian) and to carry out criminal records checks from the Disclosure and Barring Service (for roles where this is necessary), to ensure the security and integrity of the workforce
- With educational institutions to validate your academic record
- With occupational health providers to assess the working capacity of candidates
- Our legal and professional advisors to provide us with advice in relation to our legal and other obligations and claims

Multiplex will also disclose your personal information to third parties:

- Where it is in its legitimate interests to do so to run, grow and develop its business;
- If multiplex is under a duty to disclose or share your personal information in order to comply with any legal obligation, any lawful request from government or law enforcement officials and as may be required to meet national security or law enforcement requirements or prevent illegal activity;
- In order to enforce or apply the employment contract or any other agreement or to respond to any claims, to protect its rights or the rights of a third party, to protect the safety of any person or to prevent any illegal activity; or
- To protect the rights, property, or safety of multiplex, its staff, its customers or other persons. This may include exchanging personal information with other organisations for the purposes of fraud protection.

These third parties are only permitted to use your personal data to the extent necessary to enable them to provide their services to us. Where we provide your personal data to third parties who are acting on our behalf (known as 'Data Processors'), we will have in place a written agreement with each third party confirming on what basis they will handle your personal data and will ensure that there are appropriate safeguards and security measures to protect this data. Third parties are subject to confidentiality obligations and may only use your personal data to perform the necessary functions and not for other purposes

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

Certain information, such as contact details and your right to work in the UK, have to be provided to enable the Company to consider your application and to consider entering into a contract of employment with you. If you do not provide other information, this will hinder the Company's ability to administer the rights and obligations arising as a result of this process efficiently.

SECURITY OF YOUR PERSONAL DATA

Multiplex takes the security of your data seriously. The Company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

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
- Ensure the optimum security of this website.

Where Multiplex engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and company measures to ensure the security of data.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR

Multiplex is committed to ensuring that subject data is kept for no longer than necessary and only kept for as long as it's relevant and necessary for lawful purposes. The company has identified retention guidelines for different types of HR data taking into account the purpose for which data is collected, statutory obligations in respect of the retention of data and limitation periods for the bringing of claims where the data may be evidentially relevant.

If you are offered and you accept a job with us, your personal data will be transferred to an electronic personnel file. If your application for employment is unsuccessful, Multiplex will hold your data on file for 6 months after the end of the recruitment process. Multiplex retains personal information following recruitment exercises to demonstrate, if required, that candidates have not been discriminated against on prohibited grounds and that recruitment exercises are conducted in a fair and transparent way.

As soon as data is no longer necessary for the purposes for which it was originally collected, it will be securely deleted, unless it is necessary to keep the data for some other legitimate reason.

For more information on our retention guidelines, please refer to our Data Retention Policy.

TRANSFERRING PERSONAL DATA TO A COUNTRY OUTSIDE THE EEA

We are part of a global group of companies with offices and operations in locations in the UK, Europe, Canada, UAE, India and Australia. Your personal information may be used, stored and/or accessed by staff operating outside the EU working for Multiplex, other members of our group or suppliers.

If Multiplex provides any personal information about you to any such non-EU members of our group or suppliers, it will take appropriate measures to ensure that the recipient protects your personal information adequately in accordance with this privacy policy. These measures may include the following permitted in Articles 45 and 46 of the General Data Protection Regulation:

- In the case of US based entities, entering into European Commission approved standard contractual arrangements with them, or ensuring they have signed up to the EU-US Privacy Shield (see further <https://www.privacyshield.gov/welcome>); or
- In the case of entities based in other countries outside the EU, entering into European Commission approved standard contractual arrangements with them.

Further details on the steps taken to protect your personal information, in these cases is available on request by contacting us by email at dataprotection@multiplex.global.

MONITORING AND CHANGES TO THIS POLICY

Multiplex is committed to monitoring this policy and will update it as appropriate. The company reserves the right to amend this policy at any time in accordance with revised procedures and changes in legislation. Any changes Multiplex makes to its privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to the privacy policy. Where appropriate, especially where we make any material changes, we will notify you of those changes.

Questions and comments regarding this Privacy Notice are welcomed, and should be sent to our Data Protection Officer at dataprotection@multiplex.global. Alternatively, you can write to our Data Protection Officer at Multiplex Construction Europe Ltd, 99 Bishopsgate, 2nd Floor, London EC2M 3XD.

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>.