

Recruitment Privacy Policy

This Recruitment Privacy Policy sets out how Balfour Beatty plc, and where appropriate its group companies (together the "**Balfour Beatty Group**" or "**we**" or "**us**"), use the personal information you provide as part of your application via our online recruitment portal.

Balfour Beatty plc is registered as a data controller under the UK Data Protection Act 1998 and has given all appropriate notifications to the Information Commissioner.

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our [Cookie policy](#).

We are committed to the online privacy of the users of this website. This policy statement is designed to give a clear explanation of Balfour Beatty's data processing practices.

We will not collect any information about individuals, except where it is specifically and knowingly provided by them, for example when you apply for a job on our recruitment website. Examples of the types of information we may collect from you are:

- Your name
- Your address
- Your email address
- Your telephone number
- Your occupation
- Where you are applying for a job we may also collect information about your qualifications, education and work experience, along with anything else you include in your CV or application

In some cases, we may collect information about your computer, including where available your IP address, operating system and browser type and we may share non-personal aggregate statistics (group data) about our website visitors' traffic patterns with other members of our group, our partners or other parties. However, we do not collect, sell or share any information about individual users or any information that identifies you.

Uses made of your Personal Information

We use personal information held about you in the following ways:

- to ensure that content from our website is presented in the most effective manner for users
- to allow you to participate in interactive features of our website
- to contact you in order to send you information you have asked us to provide or which we think may be useful to you
- where you have applied for a job, to assess your suitability for the role and any other role we think you may be suitable for, and to keep you updated about the recruitment process

Disclosure of your Personal Information

We will only disclose your personal information to anyone outside of the Balfour Beatty Group where we are required or permitted to do so by law, to other companies who provide a service to us, or to any successors in title to our business.

Where you apply for a role with another entity within the Balfour Beatty group, we will share your personal information with that company for the purposes set out above. We may also transfer your personal information to any other group company we believe your skills would be suitable for.

We may also disclose your personal information to third parties:

- as required by law, such as to comply with a legal process or regulatory obligation
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request
- where we have your prior consent to do so
- in the event that we sell or buy any business or assets, in which case we may disclose your personal information to the prospective seller or buyer of such business or assets
- if Balfour Beatty or substantially all of its assets are acquired by a third party, in which case your personal information will be one of the transferred assets

Where we store your personal information

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Information may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). Whenever we transfer information to countries outside of the EEA we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

Your rights

Where you are applying for a position with an entity within the Balfour Beatty Group that is subject to the UK Data Protection Act 1998 or any equivalent laws, you have a right to ask for a copy of the personal information which we hold about you (for which we may make a small charge) and to correct any inaccuracies. Please contact accessrequest@balfourbeatty.com for further information.

The Balfour Beatty Group aims to ensure that personal information held about you is accurate and up to date, that it is held securely and only for so long as is necessary for the purpose it was collected and to allow us to comply with legal requirements in certain jurisdictions. Please contact accessrequest@balfourbeatty.com immediately of any changes in your personal circumstances which could cause the personal information held by us to be inaccurate.

Other websites

The website may contain links to other sites which are outside our control and not covered by this policy. The operators of these sites may collect information from you that will be used by them in accordance with their policy, which may differ from ours.

Changes to this Policy

This policy replaces all previous versions and is correct as at January 2015. We reserve the right to change the policy at any time. Any changes to this policy will be posted here.