

## Privacy Statement

Please read and accept this Privacy Statement before progressing with your application.

### 1. Introduction

At AtkinsRéalis, Data Privacy is built into everything we do. Our data privacy principles apply to everything we do, no matter where we do it. To this end:

- AtkinsRéalis takes responsibility for the Personal Data we hold and process;
- Personal Data of individuals is always protected, secure and kept confidential;
- Personal Data is collected only where necessary for legal, regulatory and business purposes and only used for the purposes it was collected for;
- Personal Data is collected and processed fairly, lawfully, transparently and in accordance with our Code of Conduct and Data Privacy Compliance Policy Framework;
- Processing of Personal Data is documented and assessed at the outset to ensure there is the minimum privacy risk and impact to individuals;
- Personal Data is only kept for as long as is necessary to achieve the original processing purpose or to satisfy our legal and regulatory obligations.

AtkinsRéalis recognises that when you apply for a position with us, you are entrusting us with some of your personal information. We are committed to your right to privacy and take our responsibility to store, process and use your information seriously.

Before providing us with any of your details, please read the following important information. The personal data you provide for this application, and otherwise as part of the recruitment process, will be held and processed for the sole purpose of supporting the selection and recruitment processes of AtkinsRéalis.

Please note that this Privacy Statement only applies to information we collect via the Ambertrack system. We also collect information elsewhere on our website and you should refer to our [General Privacy statement](#) in relation to the handling of such information.

### 2. Terms

#### **Application Information**

Information/data which is processed by the application;

#### **Data Protection Laws**

means any law, statute, declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction (as amended,

consolidated or re-enacted from time to time) which relates to the protection of individuals with regards to the processing of personal data to which a Party is subject, including the Data Protection Act 2018 and the UK GDPR or EU GDPR;

**EU GDPR**

the General Data Protection Regulation ((EU) 2016/679);

**Information**

Data supplied by the applicant;

**Personal Data**

Has the meaning given in the UK GDPR, and relates to personal data covered by this Privacy Statement only;

**UK GDPR**

has the meaning given to it in section 3(10) as supplemented by section 205(4) of the Data Protection Act 2018;

**User**

The user of the Recruitment System (the applicant).

**3. Relevant Parties**

The Data Controller is AtkinsRéalis, incorporated and registered in England and Wales with company number 00688424, whose registered office is at Woodcote Grove, Ashley Road, Epsom, Surrey, KT18 5BW.

The Data Processor is Amberjack Global Limited, incorporated and registered in England and Wales with company number 03907607, whose registered office is at Newbury House, 20 Kings Road West, Newbury, Berkshire, RG14 5XR.

**4. Your consent to this Privacy Statement**

By providing your personal information to us, you signify your acceptance of our Privacy Statement and consent to the collection, use and disclosure by us of your personal information as described in this Privacy Statement. **If you do not agree with any part of this Privacy Statement, please do not provide us with your personal information.**

**5. Information Collection**

AtkinsRéalis collects personal information directly from you and does so in accordance with applicable data protection laws. AtkinsRéalis will not collect any

information about individual applicants, except where it is specifically and knowingly submitted by or on behalf of you. The information collected includes:

- Contact information (e.g., name, postal address and email address);
- Academic and vocational qualifications, skills and competencies;
- CV/Resume documents that support your job applications, and any content you include in your application (such as covering letters or emails);
- Employment history;
- Job application history;
- Your responses to job-specific questions and any psychometric test results;
- Information relating to how you heard about our job opportunities;
- Notes made about your application by the recruitment team during the recruitment process;
- Any correspondence we have with you regarding your application; and
- Sensitive information (Diversity data), **only** if you choose to submit it as part of the application process.

Please review your application before submitting it to make sure you are not supplying any information which is excessive or not relevant to your application.

During the application process, you may be asked to provide some demographic information which is sensitive in nature. **Provision of this information is optional.** Choosing not to enter this information will not prejudice your application. Raw demographic information will only be available to System Administrators and will not be available in deanonymized form to any other persons.

## **6. Where Your Information is held**

The personal information that we hold about you may be transferred to, and stored in, secure databases which are located inside the European Economic Area (EEA). These databases are operated and managed by Amberjack and your information will be shared with AtkinsRéalis. In their capacity as Data Processor, Amberjack are required to act in accordance with AtkinsRéalis' instructions related to processing of personal data, and we take steps to ensure that they comply with appropriate security standards when processing your information.

AtkinsRéalis operates globally, and therefore the entities which may process your application may not be in the UK. By providing your personal data and continuing your application, you acknowledge this and consent to AtkinsRéalis transferring your personal data internationally. Any transfer of your personal data to an AtkinsRéalis entity located in a country outside of the UK, EEA, or other country with an adequacy decision is protected through internal data transfer mechanisms including, where appropriate, the new EU Standard Contractual Clauses (SCCs) and the UK Addendum to the EU SCCs, where necessary.

## 7. Use of Your Information

AtkinsRéalis may use and/or disclose personal data in one or more of the following ways:

1. To assess your skills, qualifications and experience against our career opportunities;
2. To keep you updated on the progress of your application and any action required. You may unsubscribe from any such communications at any time;
3. To verify your information and conduct reference and background checks;
4. We may use your information for internal recruitment and marketing analysis, for example, to improve our recruitment process, to assess trends amongst our potential staff and consumers, or to measure the amount of traffic to our careers site. We may also provide this information to certain third-party agencies acting on our behalf, for example, those who assist us with recruitment or evaluate the effectiveness of our service;
5. We may also share non-personal information with other third parties, such as our service providers and advertisers, in aggregated, anonymous form, in such a way as to make deanonymisation impossible; or
6. We may collect, use and/or disclose your personal information if permitted by law or required to do so by law or where we believe such action is necessary in order to detect, protect or defend us and/or third parties against any illegal or harmful activity, to comply with our legal, audit and security requirements, and to maintain compliance with our corporate policies, procedures, legal and contractual obligations.

We do not pass on or sell personal information to third parties outside of the circumstances described above.

## 8. Retention and Processing of Personal Information

Should your application be successful, the information you supply will form part of your personnel file. **Whether your application is successful or not, your details will be held within the database for a period of up to 3 years from the submission date for consideration for suitable alternative positions within AtkinsRéalis.**

## 9. Protection of Your Personal Information

AtkinsRéalis maintains administrative, technical and physical safeguards to protect against unauthorised access, use, modification or disclosure of your information whilst it is in our control. Your information is also stored on servers owned and

managed by Amberjack, operating in its capacity as a Data Processor. You will be required to establish a username and password to access information relating to your application. You are responsible for keeping your username and password confidential and you should not share them with anyone. AtkinsRéalís will never ask you for your password in any unsolicited communication, such as a letter, phone call or email message. AtkinsRéalís will only retain your Information for the minimum period necessary to achieve the purposes described in this Privacy Statement, and to comply with any applicable legal requirements.

## **10. Links to other sites**

We may provide hyperlinks from the careers site to websites of third parties. Please note that this Privacy Statement applies only to the AtkinsRéalís careers site, and not to those websites to which we may provide a link. AtkinsRéalís is not responsible for any external websites' content, including any use of external websites, or the privacy practices of any external websites.

## **11. Information Sharing**

In addition to disclosures required for the uses identified above, from time to time, and to the extent necessary, we may disclose your personal information to

- Our service providers and subcontractors, including our affiliates, retained to perform functions on our behalf or to provide services to us in relation to the recruitment process and management of the careers site. These may include data processing; software development; website hosting and management; information technology and office services; legal, accounting, audit and other professional services; or
- Any other third party with your consent or where disclosure is required or permitted by law.

## **13. Contacting Us**

Questions, comments, and requests regarding this Privacy Statement, or to correct inaccuracies in AtkinsRéalís' records of your Information, should be addressed to the Recruitment Team at [recruitment@atkinsrealis.com](mailto:recruitment@atkinsrealis.com)

## **14. Your Rights and Responsibilities**

Every applicant has the following rights:

- The right to access and inspect their Personal Data or be provided with a permanent copy of the data being held about them;
- The right to request the correction of any inaccuracies in their Personal Data or where the accuracy of data is disputed, to add additional data to give notice that they dispute the accuracy of the data content;

- The right to request the erasure of their Personal Data, particularly where the continued processing of the data is no longer necessary;
- The right to object to the processing of their Personal Data, particularly where there are no longer sufficient legitimate grounds for AtkinsRéalís to continue processing the data;
- The right to restrict processing, data portability and the right to appeal any automated decision making or profiling; and
- The right to complain to a Data Protection Regulator about AtkinsRéalís' processing of Personal Data.

It is important to note that the rights set out above are not unconditional and the specific circumstances of the processing being undertaken by AtkinsRéalís will determine if these rights may be exercised. Further information concerning these rights and their application can be obtained from the Data Protection Officer, whose contact details are:

**Data Protection Officer**

Data Compliance Team  
Woodcote Grove  
Ashley Road  
Epsom  
KT18 5BW

[datacompliance@atkinsrealis.com](mailto:datacompliance@atkinsrealis.com)

You are responsible for ensuring your information is kept accurate and up to date. You can update or amend your information at any time by accessing your account on this career site using your username and password. If any information you have provided to us becomes inaccurate or out of date and you cannot update through the website, please contact the recruitment team.

By submitting your personal data and continuing your application, you:

1. Declare that you have read, understood and accepted the statements set out in this Privacy Statement;
2. Declare that the information given in your application is complete and true;
3. Give your consent to the processing of the information contained in your application, as well as any other personal data you have provided or may provide separately, in accordance with this Privacy Statement; and
4. Authorise AtkinsRéalís to verify, or have verified on its behalf, all statements contained in your application and to make any necessary reference checks.

When using our careers site, you agree that you shall not post or send to or from this website any material:

- For which you have not obtained all necessary consents;
- Which is discriminatory, obscene, pornographic, defamatory, or liable to incite hatred;
- In breach of confidentiality or the privacy of others;
- Which may cause annoyance or inconvenience to others;
- Which encourages or constitutes conduct that would be deemed a criminal offence, give rise to a civil liability, or is otherwise contrary to laws in your locale and in the United Kingdom; or
- Which is harmful or potentially harmful in nature including, and without limitation, computer viruses, Trojan horses, corrupted data, or other potentially harmful software or data.

We will cooperate fully with any law enforcement authorities or court order requiring us to disclose the identity or other details of any person posting material to this careers site in breach of the above.

### **17. Our Liability**

We will endeavour to make the Career site available to you 24 hours daily, but technical issues may preclude this. AtkinsRéalis shall have no liability to you for any interruption or delay in access to this site irrespective of the cause.

Nothing in this Privacy Statement or otherwise will create, or add to, any right or claim (whether legal, equitable or otherwise) that any individual or person may have at law or otherwise against AtkinsRéalis or any third party or any of their respective directors, officers, employees, agents or representatives; nor will the existence of this Privacy Statement or its application impose or add to any obligations or liability upon AtkinsRéalis that AtkinsRéalis does not already otherwise have under law.

We take all reasonable steps to ensure that the information on our careers site or the Amberjack system is correct, however, we do not guarantee the accuracy or completeness of material. Neither we, nor any other party, (whether or not involved in producing maintaining, or delivering our careers site), shall be liable or responsible for any kind of loss or damage that may result to you or any third party as a result of your or their use of this site. This exclusion shall include servicing or repair costs and, without limitation, any other direct, indirect or consequential loss.

### **18. Protection of Children's Online Privacy**

AtkinsRéalis understands the importance of protecting children's privacy, especially in an online environment. This AtkinsRéalis careers site is not intentionally designed

for or directed at children or minors. It is AtkinsRéalis' policy to never knowingly collect or maintain information about children or minors.

### **19. Law and Jurisdiction**

The conditions of use in this Privacy Statement are governed by the laws of England and Wales. In the event of any dispute, the English courts shall have exclusive jurisdiction.

### **20. Policy changes**

We may revise this Privacy Statement at any time by amending these pages. Each time you use our careers sites, the then-current version of the Privacy Statement will apply. Accordingly, when you use our careers site, you should check the date of the Privacy Statement (which appears below) and review any changes since the last version.

Any changes to this Privacy Statement will be posted here.

**Last Revision: July 2023**