Recruitment Privacy Statement

Introduction

This Privacy Notice applies to all Personal Data that AtkinsRéalis and other subsidiary or affiliated companies of AtkinsRéalis (referred to throughout as “AtkinsRéalis”) and any websites or equivalent internet resources may generally collect, process and store about you, in relation to any engagements regarding working for AtkinsRéalis and any associated recruitment-related processes and information.

By providing your Personal Data to AtkinsRéalis, you expressly acknowledge that you have read and understood this Privacy Notice.

This Privacy Notice is published on all AtkinsRéalis recruitment-related websites to ensure it is readily available to potential employees throughout any engagement. AtkinsRéalis reserves the right to amend the Privacy Notice from time to time where reasonable to ensure it continues to accurately reflect the way in which we process Personal Data in the context of recruitment. Any updates or changes to the Privacy Notice will be published on the relevant AtkinsRéalis recruitment websites and associated services and highlighted at the end of this document.

The privacy and security of the Personal Data collected from you is a priority to AtkinsRéalis. It is also important to us that you understand how we handle this data.

AtkinsRéalis Data Privacy Principles

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:

1. AtkinsRéalis takes responsibility for the Personal Data we hold and process;
2. Personal Data of Individuals is always protected, secure and kept confidential;
3. Personal Data is collected only where necessary for legal, regulatory and business purposes and only used for the purposes it was collected for;
4. Personal Data is collected and processed fairly, lawfully, transparently and in accordance with our Code of Conduct and Data Privacy Compliance Policy Framework;
5. Processing of Personal Data is documented and assessed at the outset to ensure the minimum privacy risk and impact to Individuals; and
6. 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

This policy sets out the basis on which any Personal Data we collect from you, or that you provide to us, will be processed by us. For the purposes of any Data Protection legislation, the Data Controller is AtkinsRéalis.

Recruitment Privacy Statement

Information we collect and how we use it

AtkinsRéalis may collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your CV. On occasions this may also include sensitive personal information such as details of criminal convictions and ethnic origin. This information is held, used and disclosed by us as follows:

- to provide our services to you;
- to maintain our business relationship, where you are a user of our website or a candidate;
- to enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts. Please see the separate section on your CV below which outlines additional uses and disclosures;
- to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to internal departments and divisions in order to apply for jobs;
- to answer your enquiries;
- to advise you of news and industry updates, events, promotions and competitions, reports and other information. Where we do so, you will be able to unsubscribe from such communications;
- to fulfil contractual obligations with our clients;
- to trusted third parties where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as AtkinsRéalis;
- to third parties who perform functions on our behalf and provide services to us, such as professional advisors, IT specialists carrying out testing and development work on our business technology systems, research and mailing houses and function coordinators. These third parties comply with similar undertakings of privacy and confidentiality as AtkinsRéalis;
- we may also pass your personal information to, or allow access to such information by, AtkinsRéalis group companies worldwide to enable them to use your personal data for the purposes set out above, depending on which job you are seeking or the location where you are seeking a job;
- if AtkinsRéalis or its business merges with or is acquired by another business or company, we may share personal information with the new owners of the business or company and their advisors and if this happens, you will be sent notice of such event;
- we may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law; and
- We may process Personal Data where such processing is necessary to pursue our legitimate interests for a purpose not listed above. We will do so in accordance with our Privacy Policy. This is done to ensure balancing individuals' rights against our legitimate interests and further ensuring that any action taken respects personal freedoms and privacy while being necessary, proportionate, and aligned with clearly defined, lawful business objectives.

What is the Legal Basis for Processing your Personal Data?

Our legal bases for processing your Personal Data are set out below.

Legal Basis	Example
Performance of a contract	Where we enter into a contract for the provision of products or services, we may need to collect and process your personal data so that we can meet our contractual obligations. This also applies to any pre-contract activity, such as role specifications or a contract of employment or job offer.
Regulatory and legal obligations	We may collect and process Personal Data to comply with our regulatory or legal obligations. For example, where we are legally obliged to keep records of sales and any associated tax records.
Legitimate commercial interests	We may process Personal Data where such processing is necessary to pursue our legitimate commercial interests, such as operating our business and defending legal claims.
Consent	Where we rely specifically on consent to collect and process non-mandatory Personal Data, you are not obliged to provide your consent for the use of your Personal Data and you may subsequently withdraw your consent once it has been provided. It should be noted however, that this may limit your experience with our resources and services.

What are my Data Privacy rights?

Every individual has the following rights in relation to the processing of their Personal Data by AtkinsRéalis. It is important to note that the below mentioned rights are not absolute in nature and may be subject to exemptions on case-to-case basis:

- The right to request the correction of any inaccuracies in their Personal Data or where the accuracy of information is disputed, to add additional information to give notice that they dispute the accuracy of the information content.
- The right to request the erasure of their Personal Data, particularly where the continued processing of the information is no longer necessary.
- The right to access and inspect their Personal Data or be provided with a permanent copy of the information being held about them.
- The right to object to the processing of their Personal Data, particularly where there are no longer sufficient legitimate grounds for AtkinsRéalis to continue processing the information.
- The right to restrict processing, data portability and the right to appeal any automated decision making or profiling.
- The right to complain to a Data Protection Regulator about AtkinsRéalis' 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 AtkinsRéalis will determine if these rights may be exercised. Further information

concerning these rights and their application can be obtained from the Data Protection Officer.

Job Alerts

To subscribe to job alerts emails, you will be required to provide your e-mail address, which will be used for the purpose of keeping you informed, by email, of the latest jobs in your nominated industry and/or will provide you with industry news. Should you decide that you no longer wish to receive this information, you may unsubscribe using the unsubscribe links provided in every job alert email. Job alerts can also be received via RSS feeds without having to provide your email address. Job alerts emails are sent by AtkinsRéalis or a group company, some of which are outside the UK and European Economic Area (EEA) (in which case your details will be sent to or accessed by that group company to enable them to issue the relevant job e-mail alert to you).

Where we store your Personal Data

The data that we collect from you may be transferred to a destination outside the UK and EEA. It may also be processed by staff operating outside the UK and EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice.

All information you provide to us is stored on our secure servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

How is your Personal Data kept secure?

AtkinsRéalis have implemented appropriate security measures to protect the confidentiality, integrity and availability of personal data. We employ organisational and technical security measures to protect Personal Data and to ensure it is processed appropriately, consistently and in accordance with applicable data privacy laws and regulations. Where you are in possession of a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

If you are authorized to have access to the Personal Data of others, it is important that you take appropriate safeguards to protect this Personal Data.

AtkinsRéalis monitors Internet traffic to detect access to inappropriate websites or other materials. AtkinsRéalis also uses email filters to block spam and computer viruses. It is possible that some legitimate email messages and websites may be blocked or hindered by these filters.

Disclosure of your information

We do not sell personal information to third parties. We may, however, share information within our organisation and in some cases, to third parties where necessary to facilitate or further your application. Please note that by sending your personal information to us you are consenting to the processing and transfer of such information in this way.

How long is your Personal Data retained for?

We retain appropriate records of Personal Data for Regulatory, Legal and Contract administration purposes. We only keep Personal Data for as long as necessary for the purpose or purposes it was collected for. Personal Data is retained

to comply with other legal and contractual obligations and requirements such as Health and Safety.

International transfers of Personal Data

We may transfer Personal Data, for the processing purposes outlined in this Privacy Notice, to any other companies within the AtkinsRéalis Group or to third parties who process data on our behalf under our instruction.

Where your personal data is processed outside of the country of origin, AtkinsRéalis uses an international data sharing agreement which is applicable to every entity within the AtkinsRéalis Group and utilizes the EU Standard Contractual Clauses (EU SCCs) and the UK Addendum to the EU SCCs to facilitate lawful international transfers of personal data.

Third Party Web Sites

We may provide hyperlinks from the site to websites of third parties. Please note that this privacy statement applies only to the contents of this site and not to those websites to which we may provide a link.

How to contact us to update your Personal Data or any queries you might have

If any information you have provided to us becomes inaccurate or out of date please contact your recruitment representative who will be able to update your details. If you have any queries about this privacy statement please contact the Data Protection Officer at the contact details below.

What do I do if I have a complaint or spot a violation of our requirements?

Complaints and/or violations of our requirements about the processing of Personal Data by AtkinsRéalis should be raised with the Data Protection Officer in the first instance. The Data Protection Officer can be contacted at the following address:

Natalie Mason-Bass
Data Protection Officer
AtkinsRéalis
500 Park Ave
Almondsbury
Bristol
BS32 4RZ

email: Datacompliance@atkinsrealis.com

Where an individual is not satisfied with the way we have handled a complaint, they may refer the matter to the relevant Data Protection Regulator (for example, the UK Information Commissioner's Office, the Office of the Privacy Commissioner of Canada etc.) for further consideration.

What changes have been made to this Privacy Notice?

Any changes to this Privacy Notice will be documented below.

Version 1	SNC-Lavalin Privacy Notice created May 2018
Version 2	AtkinsRéalis Recruitment Privacy Notice updated November 2025

Recruitment Privacy Statement

Cookies and Google Analytics

Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses cookies (text files placed on your computer) to help the website operators analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Cookies

When you visit our website, we use cookies, which are small pieces of information that allow us to maintain your connection to our website. These cookies do not collect or store any personally identifiable information. You can disable the cookies at any time on our website by clicking Cookie Settings option.