

Babcock International Group E-Recruitment Privacy Statement

Your Privacy and Babcock International Group PLC

This E-Recruitment Privacy Statement sets out how we, Babcock International Group PLC whose registered office is at 33 Wigmore Street, London, W1U 1QX (Company Number 2342138, Country of Origin: England and Wales) (“Babcock”, “We”, “Us” or “Our”), and all our subsidiary group companies intend to protect your privacy when using our e-Recruitment site, and describes your rights and the manner in which any of your personally identifiable information will be collected and used.

We strongly believe in the importance of keeping the personal information of our candidates private. We will never use your information for any use beyond that stated or the permissions you give us or to conform with our legal requirements.

What sort of data is collected?

We collect personal data about you to help in the recruitment process. This data consists of personal information such as your name, address, e-mail address, and work and education history, plus your nationality, and can include health and any criminal records.

Personal information provided by you is retained as long as the purpose for which the data was collected continues, usually up to 24 months. It is then destroyed unless its retention is required to satisfy audit, legal, regulatory, or accounting requirements or to protect our interests. We will not sell, trade, rent or pass on your personal information to any organisation other than those involved in the recruitment, selection, and employment process, or use this information ourselves for any purpose other than those stated here without your consent.

By continuing with your submission and registering your details with us, you understand that we and third-party organisations acting on our behalf to support the recruitment process will:

- collect and process your data, including any personal data, for the purposes of your prospective and, if successful, continuing employment with us, including, where appropriate, conducting background and security checks and any investigation to protect our legitimate interests or those of our employees or customers, as well as for the purposes of equality monitoring.
- pass any such data to other members of our group of companies for such purposes and to others with a legitimate reason to receive it whether within or outside the United Kingdom. We don't routinely transfer staff personal data overseas but when this is necessary, we ensure that we comply with UK General Data Protection Regulation (UK GDPR) and the Canada Personal Information Protection and Electronic Documents Act (PIPEDA), ensuring appropriate safeguards are in place.
- pass any such data, including special category personal data, to professional and/or medical advisors, any prospective purchaser of any part of our group or in compliance with any legal or regulatory requirements or proceedings, including, without limitation, for security purposes, whether those of Babcock or its customers, and for trade control requirements, including to the US Government in connection with Babcock's compliance with the International Traffic in Arms Regulations.
- use your data, such as an email address, to customise content and advertising, to provide social media features and in order to analyse our marketing effectiveness. We may also share information provided to us, such as your email address with our trusted social media, advertising, and analytics partners for this purpose.
- contact you about job opportunities, careers events and news about careers at Babcock in the event you tick the box 'Hear more about career opportunities' when you create your account.

Any third parties working on our behalf are expected to process any data disclosed to them in accordance with the terms of our contracts with them and applicable laws.

The lawful bases we rely on for processing your personal data are Article 6(1)(b) of the UK General Data Protection Regulation (UK GDPR) and/or Article 4(1)(b) of the **Personal Information Protection and Electronic Documents Act (PIPEDA)**, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract; and Article 6(1)(f) of the UK GDPR for the purpose of our legitimate interests.

If you provide us with any information about reasonable adjustments, you require under the Equality Act 2010 the lawful basis we rely on for processing this information is Article 6(1)(c) to comply with our legal obligations under the Act.

The lawful basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious, sexual orientation or ethnicity information is Article 9(2)(b) of the UK General Data Protection Regulation (UK GDPR), which relates to our obligations in employment and the safeguarding of your fundamental rights.

The additional DPA 2018 processing conditions we rely on are Schedule 1 Part 1(1) which again relates to processing for employment purposes.

Your CV

When you register your CV with us it will be made available to our recruitment teams in connection with the recruitment process unless you request otherwise. Should you wish to request a change to our normal CV disclosure processes, please email careers@babcockinternational.com.

Job Applications

If you have applied for a job through us the information you provide will be used to determine your suitability for the position and, if applicable, in determining terms of employment or engagement. It may also be included in management information used to monitor recruitment initiatives and equal opportunities policies.

If your application is progressed further, we may undertake pre-employment checks in order to verify or obtain extra information, which may include background and security checks such as credit reference and criminal record checks, academic qualification checks and employer references. Details may also be disclosed if required by law or for the purposes of Babcock's business requirements (e.g. to auditors or third party service suppliers).

If your application is unsuccessful, we may try to find you employment with other possible matching vacancies and may use your submitted details in connection with the recruitment process (which for these purposes includes the process of gaining employment and any ongoing administrative process involved, unless you tell us otherwise).

Automated Decision-Making Processes

If you apply to Babcock as part of our graduate or apprentice recruitment programmes, your application may go through automated decision-making processes as part of our screening process. Some of our graduate and apprentice recruitment programmes undertake candidate screening through initial selection questions and online testing and Situational Judgement Test. These have a pass or fail scoring therefore a decision as to whether you will proceed or not will be based as a result of your score on the screening and online testing and Situational Judgement Test.

The purpose of this activity is to ensure that we recruit and select individuals to work at Babcock with the appropriate ability and skills for the graduate and apprentice programmes. This processing is necessary to take steps in entering a contract of employment with Babcock International Group.

Keeping you informed

In order to keep our records up to date, you may want to tell us if any of your circumstances change, or you may from time to time receive relevant information and reminders from us connected to the service you have requested. Should you not wish to receive such information and reminders from us please contact careers@babcockinternational.com.

Notification of changes

Any changes we make to our E-Recruitment Privacy Statement will be set out here on this page of the website. If at any time you have questions or concerns about the policy, please convey them by emailing careers@babcockinternational.com.

Our website

a) Privacy

babcockinternational.com is owned and operated by Babcock International Group PLC.

We strongly believe in the importance of keeping the personal information of visitors to the website private. We will not use your information for any use beyond that stated or the permissions you give us.

b) Cookies

Our website does use cookies. However, the cookies do not store personal information, or any information about the computers being used to access the website. The cookies contain only a generated code value that is used by our Web Server to ensure the security of your data and login.

c) IP Addresses and Server Logs

Our website does record IP addresses and produces server logs – as all Web Servers do. This information is used solely for monitoring the volume of traffic the site receives and measuring the number of visitors. We do not use the information for tracking the activities of specific visitors to the site.

Your rights in relation to this processing

As an individual you have certain rights regarding our processing of your personal data, including a right to lodge a complaint with the Information Commissioner as the relevant supervisory authority.

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You are able to delete your profile, erasing your personal information yourself, via the self-service portal. If you are unable to do this yourself, please email careers@babcockinternational.com.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances. To unsubscribe from our job alerts, please click on the 'Remove Job Alert' link in any Babcock job alert email to change your settings.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact dataprotection@babcockinternational.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@babcockinternational.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Enquiries

If you have any queries about our E-Recruitment Privacy Statement, please email dataprotection@babcockinternational.com.

E-Recruitment Agency Disclaimer

Only direct applications from individuals will be accepted through this site. Any applications submitted by employment agencies on behalf of an individual through this site will be automatically rejected. Any agreed agencies with an account wishing to submit an application may only do so through their designated access route.