

1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

Dragados is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying to work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU2016/679) (GDPR).

2. DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- i. Used lawfully, fairly and in a transparent way.
- ii. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- iii. Relevant to the purposes we have told you about and limited only to those purposes.
- iv. Accurate and kept up to date.
- v. Kept only as long as necessary for the purposes we have told you about.
- vi. Kept securely.

3. THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- i. The information you have provided to us in your CV and covering letter.
- ii. The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, employment references, salary, criminal records, start and end date with previous employers, Passport & Work Permit to check the right to work in UK.
- iii. Any information you provide to us during an interview.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- iv. Any personal and health information you provide to us in a Pre-employment Medical Questionnaire.
- v. Information about your race or ethnicity and disability.

4. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- i. You, the candidate.
- ii. The recruitment agency.
- iii. A background check from previous employers, that you named referees.
- iv. Disclosure Barring Service
- v. Pre-employment Medical Questionnaire.

5. HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- i. Assess your skills, qualifications, and suitability for the role.
- ii. Carry out background and reference checks, where applicable.
- iii. Communicate with you about the recruitment process.
- iv. Keep records related to our recruitment and hiring processes.
- v. Comply with legal or regulatory requirements.

We also need to process your personal information to decide whether to employ you for the role.

Having received your CV and covering letter and application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, this may be subject to us obtaining satisfactory references before confirming your appointment. Additionally, and prior to confirming your appointment, we may request you complete a Pre-employment Medical Questionnaire to ensure you are able to perform the role. This may also involve referring you to an occupational health provider to ensure your ability to perform the role and determine any necessary adjustments that might be needed to facilitate this.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

6. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- i. We will use information about your health conditions or disability status to consider whether you are able to perform the duties required for your role and whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during interview. We reserve the right to revoke your offer of employment in the event the occupational health assessment indicates you are unable to perform the necessary duties of the role for which you have applied.
- ii. We will use information about your race or national or ethnic origin, and related matters to ensure meaningful equal opportunity monitoring and reporting.

7. INFORMATION ABOUT CRIMINAL CONVICTIONS

We may collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory) in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. Accordingly, we may ask you to seek a basic disclosure of your criminal records history. In assessing such records, we will consider the nature of any criminal convictions, whether they are “spent” whether any exemptions apply and the nature of the role generally.

8. DATA SHARING

Why might you share my personal information with third parties?

In performing the activities named at paragraph 5, when appropriate we share your personal data with Dragados’ Head Quarters in Spain, clients, medical providers and companies in a Joint Venture with Dragados and other companies of the Dragados group. The list could include entities located outside the United Kingdom, provided that a similar data protection law is implemented in the Country, or where the UK Government issued an adequate decision.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

9. DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, recruitment

agencies, and other third parties who have a business need-to-know. They will only process your personal information under our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

10. DATA RETENTION

How long will you use my information for?

We will retain your personal information for a period of up to two years after we have received the personal information. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

11. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- i. **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- ii. **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- iii. **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- iv. **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- v. **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- vi. **Request the transfer** of your personal information to another party.

12. RIGHT TO WITHDRAW CONSENT

When you applied for this role, you provided consent on to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact our Data Protection Officer in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

DATA PROTECTION OFFICER (DPO)

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact, our Data Protection Officer (GDPR_UK@dragados.com) using the Data Access Request Form available upon request from Dragados. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer, DPO. You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Acknowledged and Agreed,

Name and surname:

Signature:

Date: