

## WHAT IS THE PURPOSE OF THIS DOCUMENT?

Stantec is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice is relevant to you because you are registering on our careers website and 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 ((EU) 2016/679) (GDPR).

## DATA PROTECTION PRINCIPLES

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

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

## THE KIND OF INFORMATION WE HOLD ABOUT YOU

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

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on your application form or at interview, including name, title, address, telephone number, personal email address, nationality, proof of right to work in the UK, date of birth, gender, employment history, salary expectations, qualifications, memberships, next of kin and any relevant criminal records.
- 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:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, disability, health and sickness records.
- Information about criminal convictions and offences.

### **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies.
- Background check providers.
- Credit reference agencies.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees.

### **HOW WE WILL USE INFORMATION ABOUT YOU**

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

- Allow you to search and apply for job vacancies.
- Contact you regarding vacancies which we think may be of interest to you
- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the position for which you have applied since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract for services or contract of employment (as applicable) with you.

Having received an application from you, 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, we will then take up references and (if appropriate) carry out a criminal record and/or other relevant checks before confirming your appointment.

### **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. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

### **HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

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

- If provided to us, we will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- If provided to us, we will use information about your race, nationality or ethnic origin; religious, philosophical or moral beliefs; or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

### **INFORMATION ABOUT CRIMINAL CONVICTIONS**

Depending on the nature of the role for which you have applied, we may process information about criminal convictions. You will be notified if this applies to you.

In such cases we will collect information about your criminal convictions history only if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the position. In particular, this may occur where:

- We are legally required by a regulatory body to carry out criminal record checks for persons carrying out the particular role or work.
- The role is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*) and is also specified in the Police Act 1997 (Criminal Records) Regulations (*SI 2002/233*) so is eligible for a standard or enhanced check from the Disclosure and Barring Service.

- The role requires a high degree of trust and integrity (for example, because it involves dealing with financial or commercially sensitive matters and so we would like to ask you to seek a basic disclosure of your criminal records history.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

### **AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **DATA SHARING**

#### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application: other Stantec group companies; joint venture or alliance partners; clients. Additionally, we use the following third-party service providers to facilitate certain parts of the recruitment process:

**Xref** – Automated Reference Checking

**Sonru** – Video Interviews

**Eras** – Psychometric Testing

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.

### **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, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on 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.

### **DATA RETENTION AND LEGAL BASES FOR PROCESSING**

#### **What basis is my data being processed under?**

Stantec may process your data in accordance with one of the following legal bases.

**Consent** – When you register on the Stantec careers site, you give your consent for Stantec to process your data for the purpose of providing you access to our site in

order to search and apply for job vacancies. We may also use your details to contact you directly about vacancies which may be suitable or of interest to you.

**Legitimate Interest** – When you apply for a job with Stantec we will begin to process your data under this basis as it is relevant and necessary for us to do so for the purposes of processing your application and, where relevant, to take steps prior to entering into an employment contract with you.

**Legal Obligation** – We have a legal obligation to retain your data if you are a current or ex-employee or if you were unsuccessful in your application for a role within Stantec.

### How long will my data be retained for?

We will retain your personal information for varying periods depending on which legal basis it is being processed under and the specific reason it is being retained as seen in following table:

Legal Basis	Reason	Retention Period
Consent	Website Registration	24 Months
Legitimate Interest	Application	Until the application process is completed or candidate withdraws
Legal Obligation	Current Employee	Duration of your employment
	Ex-Employee	6 Years from the end of your employment
	Unsuccessful Candidate	6 Months from the point of notification of being unsuccessful.

In the case of our Legal Obligations, we retain your personal information for these periods 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.

### RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

#### Your rights in connection with personal information

By law you have the right to:

**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.

**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.

**Request erasure** of your personal information. This enables you to ask us to remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to remove your personal information where you have exercised your right to object to processing (see below).

**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. You also have the right to object where we are processing your personal information for direct marketing purposes.

**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.

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

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:  
**careers.uk@stantec.com.**

### **RIGHT TO WITHDRAW CONSENT**

When you register on our careers site, you provide consent to us processing your personal information for the purposes of facilitating the recruitment process and for us to provide job alerts for roles that fall within your area of interest. You have the right to withdraw your consent for processing for that purpose at any time by logging in to your candidate profile or by e-mailing us at **careers.uk@stantec.com**. Once we have received notification that you have withdrawn your consent and as long as your data is not being processed under any other basis, we will withdraw you from any active vacancies and securely anonymise your personal data.

### **DATA PROTECTION OFFICER**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO at **privacy@stantec.com**. You 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.