



Recruitment Privacy Notice

Rev. A
December, 2018



Contents

- 1. **About Us** 2
- 2. **Collection** 2
- 3. **Use of Personal Data** 3
- 4. **Legal Basis** 3
- 5. **Sharing of Personal Data**..... 4
 - 5.1 Within Jacobs 4
 - 5.2 With Third Parties 4
- 6. **Access & Correction**..... 5
- 7. **Third-Party Links** 5
- 8. **Safeguards**..... 5
- 9. **Data Retention** 5
- 10. **Changes to this Notice** 6
- 11. **Recruitment Site Navigational Information & Cookies**..... 6
- 12. **Contact Us** 6

1. About Us

Jacobs Engineering Group Inc. and its global subsidiaries and affiliates (“Jacobs”) respect the relevant legal privacy rights of visitors to its recruitment site. Jacobs is the controller for the purposes of this privacy notice.

This recruitment site is intended to be used only by individuals who wish to apply for employment with Jacobs.

In collecting, using, or disclosing personal data about potential employees, Jacobs will adhere to the obligations set out in this notice and applicable local laws. Where there is a conflict between local law and this policy, local law will apply.

2. Collection

First and foremost, any information we collect is voluntarily provided by you.

To apply for employment or to receive information from Jacobs about job openings, you may be asked to provide personal data. The personal data that you may be requested to provide may include:

- Name
- Contact information, including home address, home telephone, mobile telephone and email address
- Date of birth
- Tax Identification or other government identification number
- Work history
- Education history and results
- Citizenship
- Eligibility or right to work
- Interest in employment opportunities
- Job specific questions that relate to your fitness for a particular position
- Employment history
- Information collected during interviews (face to face, audio or video)
- Property site CCTV images
- Information regarding potential conflict of interest issues
- Information you provide to create security questions and answers used to validate your identity when you return to the website
- Extra details you choose to share voluntarily with us

The information we request you to provide in required fields is required under applicable law, to assess your application or to enter into an agreement with you if you are selected. If you do not provide this information we will not be able to process your application.

In some countries, Jacobs may ask individuals to self-identify certain personal data such as their ethnicity, gender, veteran status, and disability information. That information is voluntary and your decision to provide or withhold any of that information will not negatively impact whether or how Jacobs will consider you for employment.

Jacobs will treat any personal data considered sensitive under applicable law in accordance with that applicable law. The collection and use of sensitive personal data will be limited to that which is strictly necessary for the purposes for which it was collected. Your explicit consent will be obtained to the processing of your sensitive personal data, unless otherwise permitted by applicable law.

3. Use of Personal Data

Personal data is information you voluntarily provide that can be used directly or indirectly to identify you as an individual.

Any personal data collected will be used to:

- enable you to express interest in and/or allow you to apply for employment with Jacobs;
- consider your candidacy for employment with Jacobs;
- comply with any applicable legal and regulatory requirements involving job applicants, which may include providing reports to government agencies;
- verify your identity to ensure security for one of the other purposes listed in this notice;
- populate your employee records in the event you are hired by Jacobs;
- ensure or enhance the security and functionality of the Jacobs' electronic systems;
- protect against fraud; and
- conduct internal investigations and comply with legal obligations.

Personal data is used only in ways that are compatible with the purposes described in this policy. Jacobs takes commercially reasonable steps to ensure that the personal data is relevant to its intended use and is accurate, up-to-date, and complete.

4. Legal Basis

If you express interest in and/or apply for employment with Jacobs in the European Union ("EU Applicants"), we process your personal data based on a lawful basis for processing. More specifically, we process your personal data to ensure that we are complying with our legal obligations and for the purposes of our legitimate interests set out above under Use of Personal Data. In addition, thereto we will only process special categories of personal data where:

- this is necessary for carrying out the obligations and exercising specific rights of Jacobs or yourself related to employment and social security and social protection law or a collective agreement;
- this concerns personal data you have manifestly made public;
- this is necessary for the establishment, exercise or defense of legal claims; or
- where you have given express consent. (once given consent may be withdrawn at any time. Withdrawal of consent does not affect the legitimacy of data processed until that date).

When you otherwise provide your personal data to Jacobs as part of using this recruitment site, you are consenting to the collection, use, or disclosure of your personal data for the purposes described in this notice. In the event that Jacobs decides to use your personal data in a way, or for a purpose which is incompatible with this notice, we will give you an opportunity to consent to the new use. If you choose to opt-out of the new use, and not permitting the new use may result in an adverse consequence for you, we will notify you of this fact and the nature of the consequence at that time. Regardless, Jacobs reserves the right to disclose your personal data without your consent where permitted under applicable law.

5. Sharing of Personal Data

5.1 Within Jacobs

Your personal data may be shared within Jacobs and the Jacobs Group, for example with members of the relevant HR, recruitment and assessment teams, managers in the business area in which you are applying for work and Legal, IT and cybersecurity staff if access to the data is necessary for performance of their roles.

Because Jacobs operates globally with locations in many different countries, we may transfer your information from one legal entity to another or from one country to another in order to accomplish purposes listed in this notice. We will transfer your personal data in a manner that is consistent with applicable legal requirements.

Where applicable with regard to EU Applicants, Jacobs uses the European Union adequacy method of model contract clauses.

5.2 With Third Parties

Jacobs share your personal data outside Jacobs to:

- service providers Jacobs has retained to perform services on its behalf, for example companies who provide video assessment services, suppliers who undertake background screening and academic institutions to validate information you provide;
- comply with legal obligations, including in response to a legitimate legal request from law enforcement authorities or other government regulators;
- maintain the security and integrity of our networks and systems;
- investigate suspected or actual illegal activity;

- prevent physical harm or financial loss; or
- support the sale or transfer of all or a portion of our business or assets (including through bankruptcy)

All service providers to Jacobs will use personal data only for the purposes identified in this notice and will provide services under a contract which restricts use of information to that which is necessary to perform services on our behalf or to comply with legal requirements.

6. Access & Correction

You have a right to inquire about the personal data Jacobs holds about you. To access or change your information, you can log into your profile and make any corrections or deletions required. To report problems with the recruitment site or to pose questions or concerns, please [contact us](#).

For EU Applicants, if you want to exercise one or more of your rights, please contact privacy@jacobs.com and a request form will be sent to you for completion and return.

You also have the right to lodge a complaint with a supervisory authority, in particular in the European Union Member State of your residence (http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080).

7. Third-Party Links

In some instances, non-Jacobs controlled websites, such as social media sites (via "widgets") such as LinkedIn, can include links to this recruitment site. However, Jacobs does not control such third-party websites, and cannot be responsible for the content or the privacy practices employed by other websites.

8. Safeguards

Jacobs has in place physical, electronic and procedural safeguards appropriate to the sensitivity of the information we maintain. Safeguards will vary depending on the sensitivity, format, location, amount, distribution and storage of the personal data. They include physical, technical, and managerial measures to keep personal data protected from unauthorized access. However, due to the nature of the internet and related technology, we cannot absolutely guarantee the security of personal data, and Jacobs expressly disclaims any such obligation.

9. Data Retention

Jacobs retains personal data as is necessary to fulfill the purposes described in this notice. Your personal data will be retained so as to consider you for roles for which you may be qualified within Jacobs.

Jacobs may also retain personal data for any additional period as required by applicable law or regulation, court, administrative or arbitration proceedings, or audit requirements.

10. Changes to this Notice

As Jacobs expands and improves this recruitment site, we may need to update this notice. This notice may be modified from time to time. We encourage you to review this notice on a regular basis for any changes.

11. Recruitment Site Navigational Information & Cookies

Jacobs monitors user traffic patterns throughout the recruitment site according to a user's domain name, browser type, date and time of access and pages viewed. Web servers collect the domain names and other technical information associated with visitors to the recruitment site. This information is collected in order to measure the number of visitors to the recruitment site and to determine which areas of the recruitment site users find useful based upon the amount of traffic to particular areas. Jacobs uses this information to enhance users' experience in the recruitment system and to better prepare future content based on the interests of users.

Cookies are small text files sent to and stored on users' computers that allow websites to recognize repeat users, facilitate users' access to websites, and allow websites to compile aggregate data that will allow content improvements. Cookies do not damage users' computers or files. Web beacons are transparent graphic images, often just the size of a single pixel, that allow websites to track activity on the site.

Jacobs uses both cookies and web beacons on this recruitment site to collect aggregate and anonymous usage data so that it can improve the functionality of the recruitment site. Jacobs may also use cookies which can contain personal data to enhance your user experience. For example, the recruitment site may permit you to select a language and/or geographic location preference, which will be stored for future visits.

Our recruitment site uses third-party cookies from the Jacobs' service providers to manage your activity during a session. These cookies track sessions, user inputs, and user authentication. These service providers also use cookies to determine whether you navigated to this recruitment site from an external one to track the effectiveness of external postings.

If you do not want cookies to be accessible by this recruitment site, you should adjust the settings on your browser program to deny or disable the use of cookies. You can find additional information on cookies and web beacons at <http://www.allaboutcookies.org/>.

The major browsers have attempted to implement the draft "Do Not Track" ("DNT") standard of the World Wide Web Consortium ("W3C") in their latest releases. As this standard has not been finalized, this recruitment site is not compatible with DNT.

12. Contact Us

If you have any comments or questions or if there are other things we can do to maximize the value of this recruitment site to you, please [contact us](#). If you have questions about Jacobs'

recruitment privacy practices generally, or wish to report a violation of the provisions of this notice, please contact our Privacy Team at privacy@jacobs.com or write to the following address:

Jacobs Engineering Group Inc.

Global Privacy Officer
1999 Bryan Street, Suite 1200
Dallas, Texas 75201
United States