

Kier is committed to maintaining your privacy. We comply with data protection laws that are applicable in respect of data processing within the UK. This privacy notice sets out how Kier collects, uses and protects your personal data and your rights in relation to your personal data. Kier is committed to maintaining the privacy of those whom we collect data about. Personal data is any information about an individual which allows them to be identified.

### What type of data do we collect?

When you use a Kier site or where Kier may provide products or services, we may collect moving imagery and/or audio which may be your personal data.

This personal data will usually originate from live feeds from our cameras or from companies that manage the systems for Kier.

### How will we use your data?

While the specific reason for your image capture will in some cases be clear from the context at the time of data capture, your personal data will usually be used for one or more of the following purposes:

- for health and safety purposes
- for security purposes
- for prevention and detection of crime and anti-social behaviour
- to monitor conduct of our employees or other individuals on or around Kier property
- to improve our business and the services we provide
- to communicate with you or to provide you with further information
- to answer any queries you may have

We do not undertake any processing of your personal data by automated means in order to make decisions about you.

We must have a legal reason to process your personal information. We will process your data under one or more of the following bases:

- to meet our legitimate interests to maintain or improve our business and the services we provide
- to comply with our legal obligations in relation to any applicable health and safety law
- in a health and safety context for our employees in our workplace, to assess your working capacity

### Do we pass data to third parties?

Where appropriate, we may share your personal data with our service providers, our business partners, health professionals, and to government bodies, regulators, law enforcement and regulatory authorities, courts/tribunals and insurers where we are required to disclose it. We will not sell your information.

### How is my data safeguarded?

The security of your data is important to us. Access to the data is only provided to our employees and third parties who need access to it. We have in place security measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate.

We will keep your data for only as long as necessary. The length of this retention period depends on the context and purpose for which the data was obtained and its nature. Video imagery will usually be kept for no longer than 30 days, but in some cases we may retain personal data for a longer period. For example, we may retain video images for a longer period for health and safety reasons or, if evidential data is captured, then that will usually be retained for 6 months or longer, if we are required by law enforcement authorities to retain it.



## Your rights

You have rights regarding your personal information, including the right to access and correct your information and, in certain circumstances, erase, restrict or object to our use of it. We may need extra information from you to deal with any request. If you would like to discuss or exercise these rights, please contact us at [compliance@kier.co.uk](mailto:compliance@kier.co.uk).

In the event that you have cause for complaint please contact us and we will follow up to resolve this. If you have a data privacy related complaint, you also have the option to direct your complaint to the Information Commissioner's Office (ICO). Their contact information is available on their website at [www.ico.org.uk](http://www.ico.org.uk).

### **Kier Registered Office**

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### **Kier Group's Data Protection Officer**

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