



Data Privacy Consent Information and Privacy Notice for Workers: Inclusion & Diversity Data

1. Introduction

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law. **It is important that you read this Consent Information and Privacy Notice carefully as it sets out how the Wood group of companies ("Wood", "we", "us" or "our") will handle the diversity and inclusion information you input into the Oracle People system ("Oracle People") and employee surveys and the rights you have in connection with that information.**

2. Scope and Purpose

This Consent Information and Privacy Notice applies to all of Wood's workers who **voluntarily** provide diversity and inclusion information in Oracle People and employee surveys. The term "worker" includes those who work on a permanent basis, non-permanent basis, including contingent workers, temporary and contract workers, independent contractors, consultants, professional advisors, secondees and interns. The **Purpose** for collecting and processing the information is to identify and keep under review the existence or absence of equality of opportunity or treatment between different ethnic groups of people, those of different sexual orientation and those of different gender identities within Wood with a view to enabling such equality to be promoted or maintained. For example, we have previously collected and processed ethnicity information in the UK and Australia for pay equity reporting purposes. Collecting the information will better enable us to design and implement diversity and inclusion action plans, evaluate progress, and support actions to ensure there is no bias in any of our people practices (the "**Purpose**"). This Purpose is fundamental to Wood's focus on people and our strategic aim to create an inclusive, diverse and sustainable workforce.

The legal basis for collecting and processing diversity and inclusion information will in most countries be based on **consent** as described in this Consent Information and Privacy Notice. However, in certain countries or states where Wood and our workers are located we may collect and process on the following additional legal bases and for the associated purpose:

- (i) Where Wood is legally required to collect, process and report diversity and inclusion data, the information will be processed in accordance with the applicable law. For example as required in the UK under the Parker Review.
- (ii) Where Wood has a legitimate interest in processing diversity and inclusion data for the Purpose and the processing is also necessary for reasons of substantial public interest, for example as permitted under the UK Data Protection Act.

If you believe this applies to you and you want further information, please contact your local Human Resources (**HR**) representative.

3. The Diversity and Inclusion Information we collect and process

Ethnicity Information in Oracle People

Wood is seeking your consent for the collection and processing of your ethnicity information. **Your consent for the processing of your ethnicity information will be demonstrated by you making a voluntary choice to select your ethnicity in the ethnicity dropdown box in your personal record in Oracle People and confirming your choice by pressing the 'save' button. Prior to providing your consent, a notice will appear in Oracle People notifying you that by submitting this information you consent to your data being processed, together with a link to this Consent Information and Privacy Notice.**

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Your ethnicity information will be visible to you on your Oracle People profile and may also be accessed by members of HR who have the appropriate access rights to Oracle People to produce reports for the above Purpose and to carry out administration activities within Oracle People. **In producing the reports, the information will be de-identified, meaning the details that personally identify you as an individual will be removed.** The reports produced will be anonymised and shared with Wood senior leadership team members of the HR team and some reports may be shared with the wider workforce. The reports will be analysed to achieve the Purpose set out above.

Diversity and inclusion is a developing area in society and within Wood and currently we have a limited data set on which to base our diversity and inclusion plans. It is hoped that with your support and engagement the dataset will increase and provide new insights and learnings on which we can further define our diversity and inclusion action plans, meaning that as this dataset grows and depending on the results of our analysis, we may take further actions to achieve our Purpose. **To maintain confidentiality, any information which is used will always be de-identified, usually by grouping numbers of people in ethnic groups and cross-referencing against Business Units, Business Groups, countries or role types. Where appropriate, we will apply minimal thresholds to ensure that specific individuals cannot be identified from the data in the reports.**

Oracle People is Wood's global system for holding personal data of its workers. Details of Oracle Corporation UK Ltd.'s security arrangements can be found here: <https://www.oracle.com/uk/corporate/cloud-compliance/> and here: <https://www.oracle.com/uk/corporate/cloud-compliance/#advisory>. Oracle's servers are in Germany, meaning your personal data is stored on servers in Germany.

By providing your ethnicity information and clicking the 'update' button within Oracle, you understand that Wood will process your ethnicity information and you are voluntarily providing your ethnicity information and consent for this processing to take place in accordance with this Consent Information and Privacy Notice.

Diversity and Inclusion Information in Employee Surveys

Wood also seeks your consent to collect and process diversity and inclusion information through our employee surveys. Depending on the survey you may be asked questions relating to your ethnicity, sexual orientation and gender identity. Completion of these questions is voluntary, if you do not wish to answer these questions, please click 'Continue Survey' to bypass them. There is no tracking of employee's individual's specific responses and in accordance with Wood's Code of Conduct, there is no impact or retaliation if you do not wish to provide the sensitive data.

If you decide to answer the questions, you'll be asked to confirm your consent to Workday processing this personal data and sending Wood the aggregated and anonymised data by clicking 'Accept'. The information you provide will be processed by Workday who operate the Peakon platform through which Wood operates its employee surveys. To understand more about how Workday may process your personal data, including sensitive data, please review their Privacy Policy which can be found here: www.workday.com

Wood do not receive any personal data from Workday, including the information you provide to Workday. Wood will only receive the data in an aggregated and anonymised form, meaning that no individuals are identifiable from the information we receive. This allows us to review the data for analytical and reporting purposes only.

Other Diversity & Inclusion Information

As the collection of diversity and inclusion data will enable us to design and implement action plans, evaluate progress and support actions within our people practices, we may want to update the datasets that we collect in this developing area. Wood may in the future ask for your consent for the collection of other diversity and inclusion information. Any data collected will only be collected in accordance with applicable law and where appropriate with your consent, on a voluntary basis and anonymised for our reporting. Please be assured that Wood takes the collection of employee data very seriously and will treat the data with the respect and security that it requires.

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1. Retention of data

Wood will retain your information in line with Woods Data Retention Policy to continue to deliver our Purpose: <https://bms.woodplc.com/bms/file/docno/COP-POL-110001>. Wood will, on an annual basis, request that you review your consent provided and if you no longer wish to provide your consent you can remove this at any time as set out in Section 5.

4. How to withdraw consent

Oracle People

You can withdraw your consent at any time by deleting your ethnicity information. To do this enter Oracle People self-service, click on personal information > demographic information > click on the edit 'button' > delete [the field value/untick values]. If you terminate employment with Wood, you will be given the opportunity to review and delete your ethnicity information before you leave. You will be sent information on how to do so as part of Wood's leavers process. If you choose not to delete your information via the leavers process, Wood will retain your information for a further three months after the termination of your employment. At which point your information will be removed manually by an HR representative accessing your record within Oracle People and deleting the ethnicity information. Following deletion of your ethnicity information, either by yourself during your employment or by an HR representative after termination of your employment, your information in its de-identified form, will still be included in reports which have been produced up to the date when its deletion is processed by the Oracle People. As the reports have been anonymised, you will not be identifiable from these reports.

Peakon Surveys

Completion of the Peakon surveys is voluntary. If you have submitted answers and later change your mind, you can withdraw your consent by submitting your request to withdraw through Workdays Request Portal, which can be found here: <https://privacyportal.onetrust.com/>

5. Your data privacy rights

Wood's [Worker Privacy Notice](#) sets out further information about how Wood handles your personal information and the rights available to you under applicable data protection laws.

If you have questions or require further information, please contact privacy@woodplc.com.