

Data Protection in the Time Writing and Remote Engage Applications

As part of the 'Connected Worker' suite roll out, some of your personal information, including your timesheet record, employee number and work location, will shortly be transferred into the Connected worker ecosystem, which includes RemoteEngage and Wood's Time Writing app. The information will be stored on the Microsoft Azure system, in the United States, hosted by Microsoft Corporation and its affiliates. RemoteEngage enables you to access communications content (including Wood News) at a global, regional and contract level. The Time Writing app will give you more control and flexibility over your personal information, allowing you to review, correct and keep your timesheet up-to-date. The Connected worker ecosystem will enable Wood to make connectivity part of its normal business and capture the time you work onsite, enable accurate processing of your wages and invoice clients for time spent on their projects.

Within the Time Writing app, your information will be kept for a period of 5 weeks from date of collection, and then automatically deleted after that period. Your information may also be retained in other Wood systems, such as Oracle People and Voyager, in accordance with applicable law to respond to client-related inquiries, or to respond to legal matters e.g. judicial or disciplinary action.

For more information about your rights and the information we collect and process about you please read our [Worker Privacy Notice](#) or contact privacy@woodplc.com.