

Employee Privacy Notice: Key Points for Employees, Workers and Contractors

Introduction

The Worley group of companies are committed to safeguarding and preserving the privacy of our employees, workers and/or contractors. This statement summarises some of the more important provisions in our Employee Privacy Standard located **Here** and on EMS Number CDP-0005-COR-EN

It should not act as a substitute for our Employee Privacy Standard which sets out in more detail how we collect and use your personal information, both during and after your working relationship with us. We recommend that you read the Employee Privacy Standard in full and if you have any further questions about how we handle your personal information that you contact us at DPO@Worley.com

Personal Information we collect from you

As an employee, worker or contractor of one of Worley's group companies we will collect and store personal information about you. This personal information may be collected from you through job-related activities. It can include personal information ranging from your contact details or bank account details to CCTV footage of you.

Some of the personal information we collect from you may be considered "sensitive" personal data, for example, your medical records. The collecting and storage of such personal information is limited and we will only process it to the fullest extent permitted by law or if you give us your express consent.

If you fail to provide us with your personal information when requested, we may not be able to perform our contract with you or comply with our legal obligations, e.g. health and safety.

How we use your information

We will only process your personal information when we have valid legal grounds to do so which may include, for example:

- our need to perform the contract that we have entered into with you;
- where we need to comply with a legal obligation; and
- where it is necessary for our legitimate interests as a business (except where your interests or fundamental rights override these).

Data Sharing

There are circumstances where we may wish to disclose or are compelled to disclose your personal information to third parties. This will only take place in accordance with the law and where we have lawful grounds to do so. For example, we may share your personal information with another Worley group company in order to perform our contract with you.

Your rights with regards to your Personal Information

The law provides you with certain rights about your personal information, including the right to: access, rectify, withdraw consent, erase, restrict, transport, and object to the processing of, your personal information. You also have the right to lodge a complaint with the relevant information protection authority if you believe that the personal information is not being processed in accordance with the law. Further information about your rights is set out in our employee privacy policy standard.

Confirmation

Please sign the below confirmation to acknowledge that you have read and understood the terms in this notice.

I, _____ (employee/worker/contractor name), acknowledge that on

_____ (Date), I received a copy of Worley's Employee Privacy Notice for employees, workers and contractors and that I have read and understood it.

Signature

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Name

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