



## **Recruitment Privacy Notice**

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## 1. About Us

Jacobs Solutions 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.

This privacy notice provided at the time of data collection explains what personal data Jacobs collects about you, how we use this personal data, your rights to this personal data, and how you can contact us with questions or requests.

## 2. Personal Data that We Process

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

The information we request you to provide in required fields is required under applicable law to assess your application for employment, including candidate screening, interview scheduling and management, lawful background screening, to enter into an agreement with you if you are selected, and to on-board you at Jacobs if you accept an offer of employment with us. 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 as special categories or sensitive under applicable law in accordance with that applicable law. The collection and use of special categories or 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.

**Personal Data Collected Automatically:** In addition to the information provided by you, we collect information from you when you use our websites, mobile apps, view our emails or otherwise engage with us through a computer or mobile device (“Sites”). Our Sites are not intended for children, and we do not knowingly collect any information from children under the age of sixteen. We may monitor the use of our premises, equipment, devices, computers, network, applications, software, and similar assets and resources which may result in the collection of personal data about you. This monitoring may include the use of cameras in and around our premises or electronic monitoring technologies via our networks.

**Personal Data Collected from Third Parties:** We collect information about you from third parties such as consumer reporting agencies, job websites, application providers, and data providers for employment related purposes, to maintain applicable benefits and for other purposes stated below. We also collect personal data from third parties such as social networking sites or other application providers with whom you have interacted.

**Personal Data Created About You:** We collect or create information about you based on our interaction with you as a prospective or current employee such as interview notes, performance information, and wage and benefit information.

**Categories of Personal Data:** The following are the categories of personal data we have collected for at least the past 12 months, where permissible by local law, and examples of the personal data that fall into those categories.

Personal data categories	Examples
Personal identifiers	Name, alias, signature, postal address, email address, unique personal identifier, online identifier, internet protocol (IP) address, phone number, date of birth, national identifier number (e.g., Social Security number), driver's license number, state identification number, and passport number.
Personal characteristics	Age, race, national origin, citizenship, religion, marital status, medical condition, physical or mental disability, sex, pregnancy or childbirth and related medical conditions, veteran or military status, and other description of your physical characteristics (e.g., height).
Multimedia information	Audio, photo, electronic, visual or other recordings.
Employment information	Bank account or credit card number or other payment or financial information, medical information or health insurance information or other similar identifiers, professional history or employment-related information, and family member information.
Education information	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information.
Geolocation data	Country, state/ province, city.
Internet or other electronic network activity information	Information regarding your interaction with our Sites, application or advertisement, links you use or web pages you visit while visiting our Sites, browser type, internet service provider (ISP), cookies, and mobile device information including device identifier or other information.

### 3. Why We Process Personal Data

*Personal data is information you voluntarily provide or other information that can be used directly or indirectly to identify you as an individual. It does not include anonymous or publicly available data.*

Any personal data collected will be used for business purposes, including 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;
- provide or administer wages, payments, and benefits;
- compile directories and establish contacts in the event of an emergency across the enterprise;
- communicate with you via email, mail or other methods about the company, benefits, wages, job opportunities, technology or services offered or other information relevant to employment status;
- 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, we process your personal data based on a lawful basis as permitted under applicable law. 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 Why We Process Personal Data. In addition, we will only process special categories of personal data, or sensitive 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. (Consent may be withdrawn at any time. Withdrawal of consent does not affect the legitimacy of data processed until that date).

When you 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. We may also use your personal data for another compatible purpose, given that there is a legal basis for further processing. 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 not do so unless you provide 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, 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. For example, where applicable with regard to EU and UK Applicants, Jacobs uses the adequacy method of model contract clauses.

### 5.2 With Third Parties

Jacobs does not sell your personal data. Also, Jacobs does not share your personal data for any purposes other than the business purposes set forth in this notice. For example, Jacobs shares 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;
- benefits providers who provide employee related benefits such as financial investment service providers, insurance providers, and childcare providers, to confirm your eligibility for these benefits;
- 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, & Deletion

You have a right to inquire about the personal data Jacobs holds about you. You have the right to request the specific pieces of personal data we have collected about you and the right to know:

- the categories of personal data we've collected,
- the categories of sources from which personal data was collected,
- the business purpose for collecting the personal data, and

- the categories of third parties with whom we disclose or share personal data.

You have the right to request deletion of personal data collected from you, subject to certain exceptions. You have the right to request we correct any inaccurate information we have about you. We may request that you provide documentation to support your request and we will correct your information unless we determine that the personal data is more than likely accurate.

You may also have the right to obtain from the controller restriction of processing as well as the right to object to personal data processing within the limits set out in your local provisions of law.

We don't discriminate against you if you exercise any of the privacy rights described in this privacy notice.

To access, change or correct, or delete your information, you can log into your profile and make any corrections or deletions required.

Alternatively, you can download and complete a [data subject request form](#) and submit it to [privacy@jacobs.com](mailto:privacy@jacobs.com) or write to the following address:

Jacobs Solutions Inc.  
Global Privacy Officer  
1999 Bryan Street, Suite 1200  
Dallas, Texas 75201  
United States

You may also call us at +1.214.638.0145.

If you're not satisfied with our response to your complaint or believe our processing of your personal data does not comply with data protection law, you can make a complaint to the data protection authority in the country where you reside, your country of work or the country of alleged infringement.

For EU residents, you can find your local authority here: [EU Authority Contacts](#). For UK residents, you can contact your local authority here: [UK ICO Contact](#). Other users should contact their appropriate regulatory authorities. Jacobs does not control and cannot be responsible for the content or privacy practices of these Site links.

## 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. Candidate accounts in the Avature system can be deleted by Candidates at any time. The option is located in the 'My Profile' tab.

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. When we do, we will revise the last updated date at the top of this privacy notice. 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 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/>.



## 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](mailto:privacy@jacobs.com) or write to the following address:

Jacobs Solutions Inc.  
Global Privacy Officer  
1999 Bryan Street, Suite 1200  
Dallas, Texas 75201  
United States