Visitor Privacy Notice

This privacy notice will help you to understand what personal data Black & Veatch (“BV”) collects about you, how BV uses this personal data, and what rights you have regarding your personal data.

It is important that you read this notice, together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

This notice applies to all individual persons who enters a BV office/premises. This notice does not form part of any contract. This notice can be updated at any time.

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data. Examples of personal data includes your name and address. Data Processing includes the collection, use, and storage of data.

This notice is to inform visitors who attend our offices/premises on an ad-hoc basis, as part of a more long term agreement, or as part of their employment with BV or its subsidiaries.

The data controller is BV as defined within data privacy regulations enacted within the European Union (EU), the United Kingdom (UK), India, China, and various states within the United States (US)

The Data Protection Officer for B&V can be contacted using the contact details below:

BV Data Protection Office
11401 Lamar Ave.
Overland Park, KS. 66211
Email: DPO@bv.com
Phone: +1 913-458-6041

1. What data does B&V collect and why:
   a. **Visitor questionnaire**: BV processes your personal data for the purposes of recording and controlling access into B&V’s offices/premises for security and safety reasons.
   b. **Visitor personal data**: Following the outbreak of Novel Coronavirus (Covid-19), B&V is controlling access to its offices/premises in an effort to safeguard the health and wellbeing of its professionals and other visitors. This involves visitors completing a questionnaire prior to a visit. The questionnaire requests the potential visitor to provide personal data
   c. **Other**: B&V may from time to time collect personal data that is necessary and incidental to the use of B&V’s offices/premises.
2. **The lawful basis for processing your data:** B&V processes your personal data for the purposes of the legitimate interest pursued by the controller.

3. **Your rights:** You have the following rights regarding your personal data:
   
   - you have the right to request access to your data
   - you have the right to correct your data if it is incorrect
   - you have the right to obtain from the controller the erasure of your data
   - you have the right to object to your data being processed

   If you wish to exercise your rights, please contact the Data Protection Officer above.

4. **Failure to provide your personal data:** If you do not provide all of the requested personal data then B&V may prevent access to its offices/premises.

5. **Data Transfers:** Your personal data will not be shared with any other organisation.

6. **How long we keep your personal data:** Personal data collected via the Visitor questionnaire will be retained for 45 days past the last day of visit, or such longer period as may be reasonable given the developing nature of the novel coronavirus outbreak.

7. **The use of automated decision making:** Your personal data is not used in any automated decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

8. **Change of purpose:** We will only process your personal data for the purpose for which we collected it.

9. **Changes to this privacy notice:** We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes.

10. **How to lodge a complaint:** If you have a complaint regarding the processing of your personal data then please contact the Data Protection Officer listed above. You also have the right to lodge a complaint with the supervising authority, the Information Commissioner's Office (ICO), at any time. Should you wish to exercise that right, the full details are available at the ICO website.

27 May 2020