

Shareholder Privacy Notice

1. Introduction

Wood respects your right to privacy. This Shareholder Privacy Notice ("**Privacy Notice**") explains who we are, how we collect, share and use personal information about you, and how you can exercise your privacy rights.

2. Scope

This Privacy Notice only applies to personal information that we collect through our share registration service and is applicable to data subjects in Europe only (although similar rights may apply in some countries outside of Europe).

Wood Plc is the Controller of the personal data we hold and that is provided to us. Wood will determine how and why your personal data will be processed.

Equiniti is the Processor of the personal data we hold and that is provided to us. For further information on Equiniti you may access [Equiniti's Privacy Policy](#) and [Privacy Notice](#).

If you have any questions or concerns about our use of your personal information, then please contact us using the contact details provided at the bottom of this Privacy Notice.

3. What does Wood do?

Wood is a global leader in the delivery of project, engineering and technical services to energy and industrial markets, headquartered in Aberdeen, Scotland but with group companies all around the world. We provide performance-driven solutions throughout the asset life cycle, from concept to decommissioning across a broad range of industrial markets, including the upstream, midstream and downstream oil & gas, power & process, environment and infrastructure, clean energy, mining, nuclear, and general industrial sectors.

For more information about Wood, please see the "[About Us](#)" section of our Website.

4. What personal information does Wood collect and why?

Wood only hold basic personal data about you, which does not include any sensitive personal data. This may include an identifier, email address and the IP address you use to connect to our share registration service.

We may store, use and process your personal data in order to;

- compile and update our records to keep them up to date;
- fulfil our legal obligations;
- investigate or prevent fraud or other crimes
- process the shareholder rights you exercise;
- contact you with shareholder information and related communications.



The personal information that we may collect about you broadly falls into the following categories:

- Information that you provide voluntarily

We may ask you to provide personal information voluntarily: for example, we may ask you to provide your contact details in order to register an account with us, to subscribe to marketing communications from us, and/or to submit enquiries to us. The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

- Information that we collect automatically

We may collect certain information automatically from your device. In some countries, including countries in the European Economic Area, this information may be considered personal information under applicable data protection laws.

Specifically, the information we collect automatically may include information like your IP address, device type, unique device identification numbers, browser-type, broad geographic location (e.g. country or city-level location) and other technical information.

We use this information for our internal analytics purposes and to improve the quality and relevance of our share registration service.

- Information that we obtain from third party sources

As processor for the share registration service, Equiniti may provide us with personal data i.e in the form of name, address, bank account details and email addresses.

In general, we will use the personal information we collect from you only for the purposes described in this Privacy Notice or for purposes that we explain to you at the time we collect your personal information.

5. Who does Wood share my personal information with?

We may disclose your personal information to the following categories of recipients:

- to our **group companies, third party services providers and partners** who provide data processing services to us (for example, to support the delivery of shareholder services), or who otherwise process personal information for purposes that are described in this Privacy Notice or notified to you when we collect your personal information.
- to any **competent law enforcement body, regulatory, government agency, court or other third party** where we believe disclosure is necessary (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights, or (iii) to protect your vital interests or those of any other person;



- to a **potential buyer** (and its agents and advisers) in connection with any proposed purchase, merger or acquisition of any part of our business, provided that we inform the buyer it must use your personal information only for the purposes disclosed in this Privacy Notice;
- to any **other person with your consent** to the disclosure.

6. Legal basis for processing personal information

If you are a shareholder from the European Economic Area, our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it.

However, we will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person e.g. in response to lawful requests by public authorities (including for tax, immigration, health and safety, national security or law enforcement purposes).

If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as of the possible consequences if you do not provide your personal information).

Similarly, if we collect and use your personal information in reliance on our legitimate interests (or those of any third party), we will make clear to you at the relevant time what those legitimate interests are.

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us at privacy@woodplc.com

7. How does Wood keep my personal information secure?

We use appropriate technical and organisational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information.

8. International data transfers

Your personal information may be transferred to, and processed in, countries other than the country in which you are resident. These countries may have data protection laws that are different to the laws of your country (and, in some cases, may not be as protective).



Specifically, our website servers are located in the United Kingdom, and our group companies and third party service providers and partners operate around the world. This means that when we collect your personal information we may process it in any of these countries.

However, we have taken appropriate safeguards to require that your personal information will remain protected in accordance with this Notice. These include:

- reliance on the EU-US Privacy Shield (under Article 45 of the General Data Protection Regulation) to facilitate data transfers to third parties in the US who have a legitimate purpose for accessing it; and
- implementing Binding Corporate Rules (under Article 47 of the General Data Protection Regulation) to facilitate data transfers to Wood companies outside of the EEA; and
- Wood also implements a range of organisational and technical security measures, such as cyber security training, role based access and encryption, where appropriate, to ensure personal data is secure.

9. Data retention

We retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible then we will securely store your personal information and isolate it from any further processing until deletion is possible.

10. Your data protection rights

You have the following data protection rights:

- If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting us using the contact details provided under the "[How to contact us](#)" heading below.
- In addition, if you are a resident of the European Union, you can **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information. Again, you can exercise these rights by contacting us using the contact details provided under the "[How to contact us](#)" heading below.
- You have the right to **opt-out of marketing communications** we send you at any time. You can exercise this right by clicking on the "unsubscribe" or "opt-out" link in the marketing e-mails we send you. To opt-out of other forms of marketing (such as postal marketing or telemarketing), then please contact us using the contact details provided under the "[How to contact us](#)" heading below.



- Similarly, if we have collected and process your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority. (Contact details for data protection authorities in the European Economic Area, Switzerland and certain non-European countries (including the US and Canada) are available [here](#).)

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

11. Updates to this Privacy Notice

We may update this Privacy Notice from time to time in response to changing legal, technical or business developments. When we update our Privacy Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make. We will obtain your consent to any material Privacy Notice changes if and where this is required by applicable data protection laws.

You can see when this Privacy Notice was last updated by checking the “last updated” date displayed at the top of this Privacy Notice.

12. How to contact us

If you have any questions or concerns about our use of your personal information, please contact us at privacy@woodplc.com.

The data controller of your personal information is John Wood Group plc and its affiliates which is registered with the Information Commissioners Office. [Who we are](#).



Name James Walker

Position Group Head of Ethics & Compliance/Data Protection Officer



Date 23 May 2018

