

## Introduction

This Privacy Notice applies to the Personal Data that Data Transfer Solutions (DTS), makers of the VUEWorks® family of mobile applications (“app” or “apps”), may generally collect, process and store about you. DTS is a member of the SNC-Lavalin Group (referred to throughout as SNC-Lavalin).

By providing your Personal Data within this app, you expressly acknowledge that you have read and understood this Privacy Notice.

Your organization may have separate policies reflecting the extent to which they have configured the app. This Privacy Notice only covers the personal data that SNC-Lavalin may have access to which will vary depending upon the configuration chosen by your organization.

This Privacy Notice is published within all VUEWorks® apps to ensure it is readily available to all individuals at any point. SNC-Lavalin reserves the right to amend the Privacy Notice from time to time where reasonable to ensure it continues to accurately reflect the way in which we process Personal Data. Any updates or changes to the Privacy Notice will be highlighted at the end of this document.

The privacy and security of the Personal Data collected from you is a priority to SNC-Lavalin. It is also important to us that you understand how we handle this data.

## SNC-Lavalin’s Data Privacy Principles

Data Privacy is built into everything we do. Our Data Privacy Principles apply to everything we do, no matter where we do it. To this end:

1. SNC-Lavalin takes responsibility for the Personal Data we hold and process.
2. Personal Data is collected and processed fairly, lawfully, transparently and in accordance with our Code of Conduct and Data Privacy Compliance Policy Framework.
3. Processing of Personal Data is always documented and assessed at the outset to ensure there is the minimum privacy risk and impact to individuals.
4. Personal Data of individuals is always protected, secure and kept confidential.
5. Personal Data is collected only where necessary for legal, regulatory and business purposes and only used for the purposes it was collected for.
6. Personal Data is only retained for as long as is necessary to achieve the original processing purpose or to satisfy our legal and regulatory obligations.

This policy sets out the basis on which any Personal Data we collect from you, or that you provide to us, will be processed by us.

For the purposes of any Data Protection legislation, the Data Controller may either be SNC-Lavalin or your organization depending upon the configuration chosen.

## What is the Basis for Processing this Personal Data?

Our processing of Personal Data is purely to allow us to provide a service and is based on the following legal grounds:

Legal Basis	Example
Performance of a contract	Where we enter into a contract for the provision of products or services, we may need to collect and process your personal data so that we can meet our contractual obligations e.g. creating an account for you as a user. This also applies to any pre-contract activity, such as providing a trial or demonstration of the products or services that you have expressed an interest in
Regulatory and legal obligations	We may collect and process Personal Data to comply with our regulatory or legal obligations. For example, where we are legally obliged to keep records of our contact with you.
Legitimate interests	We may process Personal Data where such processing is necessary to pursue our legitimate commercial interests, such as operating our business and defending legal claims.
Consent	Where we rely specifically on consent to collect and process non-mandatory Personal Data, you are not obliged to provide your consent for the use of your

Personal Data, and you may subsequently withdraw your consent once it has been provided. It should be noted however that this may limit your experience with our resources and services.
--

## What are my Data Privacy rights?

Every individual has the following rights in relation to the processing of their Personal Data by SNC-Lavalin:

- The right to access and inspect their Personal Data or be provided with a permanent copy of the information being held about them.
- The right to request the correction of any inaccuracies in their Personal Data or where the accuracy of information is disputed, to add additional information to give notice that they dispute the accuracy of the information content.
- The right to request the erasure of their Personal Data, particularly where the continued processing of the information is no longer necessary.
- The right to object to the processing of their Personal Data, particularly where there are no longer sufficient legitimate grounds for SNC-Lavalin to continue processing the information.
- The right to restrict processing, data portability and the right to appeal any automated decision making or profiling.
- The right to complain to a Data Protection Regulator about SNC-Lavalin's processing of Personal Data.

It is important to note that the rights set out above are not unconditional and the specific circumstances of the processing being undertaken by SNC-Lavalin will determine if these rights may be exercised. Further information concerning these rights and their application can be obtained from the Data Protection Officer.

## Information we may collect from you, and use we may make of it

We will hold and process any personal information which you provide via the app for purposes relating to the services which the app is intended to facilitate e.g. to understand the condition of assets etc. The exact Personal Data SNC-Lavalin has access to will be dependent upon the configuration chosen by your organization.

Examples of Personal Data we may collect from you include, but is not limited to:

- First Name and Surname
- Your Organisation details
- Email address
- Telephone number
- Your location
- IP address, server URL or similar internet identifier

In addition to the information you submit via the app, we may collect information about use of the app. None of this information is linked back to you as an individual and IP address data is not retained.

## Where we store your Personal Data

The Personal Data you provide may be stored according to your organization's configuration.

Where SNC-Lavalin has access to data, the data that we collect from you may be transferred to, and stored at, a destination outside the US. It may also be processed by staff operating outside the US who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

All information SNC-Lavalin has access to is stored on our secure servers.

Unfortunately, the transmission of information is never completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted via our app; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## How is your Personal Data kept secure?

Your personal data may be stored according to your organization's configuration of the service. Where SNC-Lavalin has access to the Personal Data, we have implemented appropriate security measures to protect the confidentiality, integrity and availability of Personal Data. We employ organisational and technical security measures, including password protection, encryption, physical locks, etc., to protect Personal Data and to ensure it is processed appropriately, consistently and in accordance with applicable data privacy laws and regulations. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our app, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

If you are authorized to have access to the Personal Data of others, it is important that you take appropriate safeguards to protect this Personal Data.

## Disclosure of your information

We do not pass on or sell online personal information to third parties. We may however share information within our organisation and in some cases, it will be necessary to pass information to our technical teams to resolve issues or for other reasons such as understanding app usage. This may comprise our employees, agents, contractors and sub-contractors. Please note that by using a VUEWorks® app you consent to us processing and transferring your personal data in this way. Your organization may have separate policies for disclosure of your personal data.

## How long is your Personal Data retained for?

The retention period of your personal data may be determined by the organization utilizing the app.

SNC-Lavalin may retain appropriate records of Personal Data for Regulatory, Legal and Contract administration purposes. We only keep Personal Data for as long as necessary for the purpose or purposes it was collected for. Records are retained for a period that may extend beyond a contract with SNC-Lavalin in some circumstances. Personal Data is retained to comply with other legal and contractual obligations and requirements such as local government reporting requirements. Where required, further information concerning our approach to records retention can be obtained from the Data Protection Officer whose details are below.

## International transfers of Personal Data

We may transfer Personal Data, for the processing purposes outlined in this Privacy Notice, to any other companies within SNC-Lavalin or to Third Parties who process data on our behalf under our instruction. SNC-Lavalin and relevant Data Processors may operate globally across Europe, the Middle East, Asia Pacific, North America and Africa and may also set up establishments in other regions. We therefore reserve the right to transfer and process Personal Data on a global and worldwide basis in line with our legal, regulatory and contractual obligations.

We will only transfer Personal Data where necessary to operate our business, meet our contractual obligations and comply with our legal and regulatory obligations. We will endeavour to ensure that such transfers of Personal Data comply with all applicable data privacy laws and regulations and provide appropriate protection for the rights and freedoms conferred on all individuals under such laws. There may, however, be instances where for legal or contractual reasons, we are not permitted to transfer Personal Data outside of certain jurisdictions. Where required, further information concerning overseas transfers of Personal Data can be obtained from the SNC-Lavalin Data Protection Officer whose contact details are below.

## Third Party Web Sites

We may provide hyperlinks from the app to websites or apps of third parties. Please note that this Privacy Notice applies only to the contents of this app and not to those websites to which we may provide a link. If you are directed to the DTS or VUEWorks® website, then the website Privacy Notice will apply.

## How to contact us to update your Personal Data or any queries you might have

Depending on the configuration chosen by your organization, you may be able to update your Personal Data. If you have a query regarding SNC-Lavalin's access to your Personal Data, you may contact us via [this website](#), or via email to the Data Protection Officer whose contact details are below.

## What do I do If I have a complaint or spot a violation of our requirements?

SNC-Lavalin takes any violation of its Data Privacy Compliance Policy Framework very seriously. In the first instance, please contact the Data Protection Officer who can be contacted at:

Data Protection Officer  
Data Privacy Compliance Team  
SNC-Lavalin  
500 Park Ave  
Almondsbury  
Bristol  
BS32 4RZ  
email: [datacompliance@snclavalin.com](mailto:datacompliance@snclavalin.com)

Where an individual is not satisfied with the way we have handled a complaint they may refer the matter to the relevant Data Protection Regulator for their country.

## What changes have been made to this Privacy Notice?

Any changes to this Privacy Notice will be documented below.