



DATA PROTECTION POLICY

The Costain Group recognises the importance of complying with the Data Protection Act 1998 ("DPA") which regulates the capture, storage and use of personal information.

Costain operates to comply fully with the DPA which has 8 core principles. These principals require that personal information, including that of our employees and third parties, is:

1. Processed fairly and lawfully;
2. Processed only for specific and compatible purposes;
3. Kept accurate and up to date;
4. Is relevant and not excessive;
5. Retained for no longer than necessary;
6. Processed in accordance with the individual's rights;
7. Kept secure; and
8. Adequately protected when transferred outside of the European Economic Area

To achieve compliance, Costain will ensure that:

- There are individuals in the organisation who can provide advice and assistance on issues arising under the DPA;
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice;
- Everyone managing and handling personal information is appropriately trained and is appropriately supervised;
- Queries about handling personal information are promptly and courteously dealt with;
- Procedures for handling personal data are clearly described; and
- A regular review is made of the way personal information is managed.

The responsibility for compliance primarily rests with Costain; however, every employee has an individual responsibility to ensure compliance and can be held legally accountable.

The policy covers all Costain Group activities.

This policy will be reviewed annually to ensure that it reflects current legislation and regulations.

Signed:

A handwritten signature in black ink, appearing to read "A. Wyllie".

Date: 6th Feb 2015

A Wyllie (Chief Executive Officer)