

# **GENERAL DYNAMICS**

## Bath Iron Works

### **General Dynamics Bath Iron Works Job Applicant Privacy Notice (Compliant with GDPR)**

As part of any recruitment process, General Dynamics Bath Iron Works Corporation (BIW) collects and processes personal data relating to job applicants. BIW is committed to being transparent about how it collects and uses that data and to meeting its data protection responsibilities.

#### **What information does BIW collect?**

BIW collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you can perform the essential functions of the position with or without an accommodation and other information to make reasonable accommodations during the recruitment process; and
- information about your citizenship status and ability to work in the United States.

BIW will collect this information through several means. For example, data might be contained in application forms; resumes; writings samples; obtained from your passport, driver's license, or other identity document; or collected through in person or telephonic interviews.

BIW may also collect personal data about you from third parties, such as former employers or references supplied by former employers. In addition, BIW conducts a standard background check of applicant(s) prior to extending a job offer.

Data will be stored in a range of different places, including on your digital and paper applicant record, in HR management systems (paper and digital) and other electronic or digital systems (including email).

#### **Why does BIW process personal data?**

BIW needs to process data to take steps prior to entering into an employment relationship with you. BIW may also need to process your data to enter into a contract with you.

In some cases, BIW will need to process data to ensure that it is complying with its legal and contractual obligations. For example, it is mandatory to check an offeree's eligibility to work in the U.S. before commencing employment because the U.S. Navy requires BIW to obtain clearances for employees working on certain projects involving classified information.

BIW has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows BIW to manage the recruitment process, evaluate and confirm an applicant's qualification for employment and decide to whom to offer a job. BIW may also need to process data from job applicants to report to regulators or defend against legal claims.

BIW may process special categories of data, such as information about veteran, disability, race/ethnic origin and gender status to monitor recruitment statistics. BIW may also collect information about whether or not applicants are disabled to make reasonable accommodations for applicants who have a disability. BIW processes such information to carry out its obligations in relation to employment.

If your application is unsuccessful, BIW will keep your personal data on file to allow for reporting to regulators and to defend against legal claims. If you agree, BIW will keep your information in an active status in case there are future employment opportunities for which you may be suited; BIW will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

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### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment process. This includes members of the Human Resources and Employment Departments, interviewers involved in the recruitment process; Vice Presidents, directors, managers and supervisors in the business area with a vacancy; and Medical Department and Information Technology staff if access to the data is necessary for the performance of their roles.

BIW may share your data with former employers for the purpose of obtaining references for you, and a third-party background check provider to obtain necessary background checks prior to extending an offer of employment. Otherwise, BIW will not share your data with third parties, unless your application for employment is successful and BIW makes you an offer of employment.

### **How does BIW protect data?**

BIW takes the security of your data seriously. BIW has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by specific employees based upon their roles and in the proper performance of their duties.

### **How long does BIW keep data?**

If your application for employment is unsuccessful, BIW will keep your data on file for (3) three years after the end of the particular recruitment process for the position to which you have applied (the date the job is filled). At the end of that period, or once you withdraw your consent, your data will be removed from active consideration. BIW retains information about unsuccessful applicants for longer periods of time to create reports for regulators and to defend against legal claims.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources personnel file (these may be digital or paper based) and retained during your employment. The periods for which your data will be held will be governed by BIW standard procedures related to employees.

### **Your rights**

As an applicant you are a data subject with a number of rights. For example, you can:

- access and obtain a copy of your data on request;
- require BIW to change incorrect or incomplete data;
- require BIW to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where BIW is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights or believe that BIW has not complied with your data protection rights, please contact Allyson B. Coombs [at Allyson.Coombs@gdbiw.com](mailto:Allyson.Coombs@gdbiw.com).

### **What if you do not provide personal data to BIW?**

You are under no statutory or contractual obligation to provide data to BIW during the recruitment process. However, if you do not provide the information, BIW may not be able to process your application properly or at all. In such cases, you will not be eligible for employment with BIW.