

**Privacy Policy and Notice for European Union, European Economic Area,  
and Switzerland Residents Working for Companies  
Teaming with Bath Iron Works Corporation**

**OVERVIEW**

**Purpose** This Privacy Policy and Notice (“Policy”) aims to provide guidance to employees and subcontractors of companies teaming with Bath Iron Works Corporation on the standards that govern Bath Iron Works Corporation’s privacy policies to include the nature of the personal data held by Bath Iron Works Corporation regarding employees and subcontractors of companies teaming with Bath Iron Works Corporation and the way Bath Iron Works Corporation uses and otherwise processes the personal data of employees and subcontractors of companies teaming with Bath Iron Works Corporation.

The guidance is designed to comply with all applicable national, state and local laws and regulations, including primarily the European Union’s General Data Protection Regulation (“GDPR”). This Policy also aims at providing employees and subcontractors of companies teaming with Bath Iron Works Corporation with transparent information regarding the processing of their personal data.

**Scope** This Policy applies to Bath Iron Works Corporation.

This Policy covers all personal data related to employees and subcontractors of companies teaming with Bath Iron Works Corporation who are residents of the European Union, European Economic Area, and Switzerland.

**Intended Audience** All employees and subcontractors of companies teaming with Bath Iron Works Corporation who are residents of the European Union, European Economic Area, and Switzerland.

**Definitions** Listed below are the definitions that pertain to this Policy. Where a term is not specifically defined in this section, the definitions of article 4 of the GDPR shall apply.

**“Bath Iron Works Corporation” or “We” or “Us” or the “Company”** – Bath Iron Works Corporation or the Bath Iron Works Corporation’s subsidiary or affiliate that is the data controller.

**“Personal Data”** – any information relating to an identified or identifiable natural person (“data subject”). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to his /her physical, physiological, mental, economic, cultural or social identity. Data is considered personal when it enables anyone to link information to a specific person, even if the person or entity holding that data cannot make that link.

**“Processed” or “Processing” Personal Data** – this term is broadly defined and includes any manual or automatic operation (or set of operations) on Personal Data, including its collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, use, transmission, dissemination or publication, alignment or combination, and even restriction, erasure, or destruction.

**Program**—refers to the collaboration between Bath Iron Works Corporation and the Your Employer

**“Collaborator” or “You” or “Your”** – all employees and subcontractors of companies teaming with Bath Iron Works Corporation who are residents of the European Union, European Economic Area, and Switzerland.

**“Data Controller”** – a person or entity who, either alone or jointly or together with other persons or entities, determines the purposes for which and the manner in which any Personal Data are, or are to be, Processed. For purposes of this Policy, the Data Controller is Bath Iron Works Corporation.

For questions, contact Michael Winn, Senior Principal Contracts, [teamprivacy@gdbiw.com](mailto:teamprivacy@gdbiw.com)

**“Sensitive Personal Data”** – Personal Data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

## **POLICY AND NOTICE**

### **1. General Rule**

Personal Data shall be collected and Processed in compliance with the requirements of the GDPR and/or other applicable local data privacy laws (“Privacy Laws”).

Bath Iron Works Corporation collects and processes Personal Data relating to Collaborators primarily for Program-related purposes. You can find a list of the purposes for which We process Your Personal Data in Section 4 of this Policy. We do not collect and process more or other types of Personal Data than are necessary to fulfill the respective purposes. We will only use Personal Data as set forth in this Policy, unless You have specifically provided Your consent to another use of Your Personal Data or such use is otherwise permissible under applicable Privacy Laws. You shall be informed about the categories of Personal Data collected and how the Personal Data will be processed. If we intend to use Your Personal Data for purposes other than those for which the Personal Data was originally collected, we will inform You in advance. Where the processing is subject to Your consent, we will use Your Personal Data for a different purpose only with Your permission. Access to the Personal Data shall be role-based and consistent with the job duty responsibilities of Bath Iron Works Corporation employees, agents, and auditors who are given access.

## 2. Personal Data Collected and Held

Unless limited by local legislation, only the following Personal Data will typically be collected, processed, and stored as part of the record Bath Iron Works Corporation (BIW) holds on You:

- Your identity: last name, first name, middle name, suffix, race, gender, date of birth, city of birth, state of birth, country of birth, citizenship status, citizenship documentation (birth certificate, Real ID, driver's license, naturalized certification, alien registration, or passport), weight, height, hair color, and eye color.
- Your contact information: email address, telephone number, home address; home telephone number, home email, and name and telephone number of a contact in case of emergency.
- Employment information: name of employer, employer address, employer telephone number, employer's country of incorporation, employee badge number, physical work location, department, position/job title, program or business area, subcontractor status, supervisor's name, supervisor's telephone number, BIW sponsor's name, sponsor telephone number, assignment duration, work days/hours, and physical location at BIW.
- Computer information: such as external IP address and computer asset number.
- Background Check: information about criminal convictions and civil infractions provided by you or law enforcement and court records.
- Your use of Bath Iron Works Corporation's Information Technology System: IT system usernames and passwords and similar information. Please note that a description of the collection and Processing of Your Personal Data in connection with Your use of Bath Iron Works Corporation's IT Resources are also set forth in Bath Iron Works Corporation's Information Technology & Security Policies; and User Access Form.

## 3. Collection and Processing of Sensitive Data

In principle, no Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning Your health or sex life or Your sexual orientation are collected or processed by Bath Iron Works Corporation.

However, racial or ethnic origin Personal Data (e.g. Your identified race and ethnic origin as provided by when You voluntarily self-disclose such information to gain access to Bath Iron Works Corporation facilities) may be collected and processed by Bath Iron Works Corporation as part of its security protocols.

Further, health-related Personal Data (e.g., records associated with illness or accidents, including possible exposure to certain materials or contaminants; maternity leave; disabilities; work-related injuries or claims; etc.) may be collected and processed by Bath Iron Works Corporation to the extent Bath Iron Works Corporation is required to do so in order to comply with its obligations to manage the safety at the workplace.

#### 4. Purposes of the Personal Data Processing

Where it is necessary, we use Your Personal Data to help ensure effective Collaborators administration, for the following purposes:

- Legal Obligations: We also use Your Personal Data to comply with our legal obligations, such cooperation with courts, including civil actions, and with law enforcement agencies in legal investigations regarding suspected criminal activities or other suspected illegal activities. Subject to local law requirements, Bath Iron Works Corporation may use Your Personal Data to protect our legal rights or support any claim, defense or declaration in a case or before any jurisdictional and/or administrative authority or arbitration or mediation panel, in the context of disciplinary actions/investigations or of internal or external audit and inquiries.
- Computer User Access: In order for Bath Iron Works to pursue its business activities, to maintain a competitive advantage and to comply with Government policies, BIW must protect its intellectual property and computer and network systems, including all hardware and software used in connections with such systems, all electronic information and files stored on, transmitted by or received by such systems and all access to information such as account names, access privileges and passwords. Personal Data are used to establish computer access, including access to the Program Collaboration Environment in SharePoint.
- Information Security: Some of Your Personal Data are collected and processed for security purposes including IT Resources access, according to Bath Iron Works Corporation's Information Technology & Security Policies. Personal Data may be collected in the course of IT Resources security procedures, including security penetration tests, for which IT experts will try to access our system to find any security breaches.
- Facility Security: If you will be visiting Bath Iron Works Corporation facilities some of Your Personal Data are collected and processed for security purposes including access to facility, office, and specific designated area access.
- Monitoring: The conditions under which Bath Iron Works Corporation monitors Your use of Bath Iron Works Corporation IT Resources are set forth in Bath Iron Works Corporation's Information Technology & Security Policies. We will only monitor Your use of Bath Iron Works Corporation's IT Resources in accordance with applicable statutory requirements (including, if applicable, notification of relevant authorities) and, if applicable, works council agreements. The works council will be notified of any monitoring measures that We implement.
- Performance of Other Contracts with You: To perform contracts that We may enter into with You or Your employer.
- Travel Arrangements and Business Expense Processing: Personal Data may be used to make travel arrangements and to process business expenses associated with business travel.
- Assisting with foreign work permits, visas or similar paperwork: Collaborators Data are used in some countries for the Company to sponsor or obtain a work permit, residency permit or visa.

## **5. Legal Basis for Processing**

We only Process Your Personal Data so far as such Processing is legally permitted. Please see below for a more comprehensive description of the legal basis on which We process Your Personal Data. Among other things, the Processing of Your Personal Data is based on the legal principles set out below.

### **5.1. Compliance with a Legal Obligation**

The Company is subject to a number of statutory requirements, e.g., to ensure compliance with legal obligations throughout the Company. To comply with these requirements, We must Process certain Personal Data, for example Personal Data that We collect through the compliance hotline. Such legal obligations may sometimes require the processing of certain Sensitive Personal Data.

### **5.3. Safeguarding Legitimate Interests**

Bath Iron Works Corporation will Process certain Personal Data in order to safeguard our own or any third party's interests. This may include Personal Data collected for General Management, Defense Contractor obligations, ITAR responsibilities Security, Reporting, Monitoring, and Legal Obligation purposes.

### **5.4. Personal Data Retention Period and Place of Storage**

Bath Iron Works Corporation will only keep Your Personal Data for so long as they are relevant for the purposes for which they were collected or as required by law.

We will therefore delete Your Personal Data when Your Personal Data are no longer relevant and, in any case, upon expiration of the maximum storage term of Your Personal Data as set forth by the applicable law, unless otherwise required by applicable law to store Your Personal Data (e.g., in connection with reporting obligations or in the event of litigation). If required by national law, we will first block your data for a determined period of time to keep it available for authorities or courts before we can finally delete it. Such blocked data will only be accessed by individual employees who are in charge of managing such data and responding to court orders and requests from authorities.

Bath Iron Works Corporation Collaborators' Personal Data are held in paper, electronic, and other formats, and must be securely stored and accessible only in accordance with job responsibilities. Refer to the Bath Iron Works Corporation's policies on record retention practices.

## **6. Conditions of Disclosure of Personal Data**

Access to Personal Data is given to those individuals of Bath Iron Works Corporation and its affiliates who need such access for a purpose listed above or where required by law. These parties include the staff members in the following Bath Iron Works Corporation Departments: Program, Legal, Security, and Information Technology. Personal Data may also be disclosed to controllers and accounting personnel, and relevant business managers. Bath Iron Works Corporation will from time to time and for the purposes listed above, need to make some of Your Personal Data available to:

- (i) Government administrations or judicial authorities.

(ii) Other employees within Bath Iron Works Corporation, General Dynamics Corporation and their affiliates or subsidiaries.

(iii) Bath Iron Works Corporation's external advisers (including Bath Iron Works Corporation's independent public accountants, authorized representatives of internal control functions such as auditors or attorneys, corporate security, and corporate legal).

(iv) Third parties in the course of the Company's general management (information technology systems providers, financial institutions, and professional advisors and consultants).

In addition, where permitted by applicable law, Personal Data may be disclosed in connection with a corporate restructuring, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of General Dynamics Corporation, Bath Iron Works Corporation, or any of their affiliates. Finally, and to the extent permitted by applicable laws, Personal Data may be transferred to respond to internal or external audit and inquiries, to law enforcement requests, to administrative or judicial authorities or where required by applicable laws, court orders, or government regulations.

You can be assured that Your Personal Data are disclosed or transferred to Bath Iron Works Corporation employees or to the recipients within the departments listed in above who need to use Your Personal Data for the purposes described in this Policy, and that Your Personal Data will be treated confidentially. Bath Iron Works Corporation requires from the service providers to whom Your Personal Data may be transferred that they undertake to process Your Personal Data only on behalf and subject to Bath Iron Works Corporation's instructions and to implement appropriate security measures to keep Your Personal Data confidential.

## **7. Security Measures Implemented to Protect Personal Data**

Bath Iron Works Corporation has undertaken efforts to put into place appropriate technical and organizational security measures to minimize the risk of unauthorized or unlawful disclosure or access to, or accidental or unlawful loss, destruction, alteration or damage to Your Personal Data. These measures will help ensure an appropriate level of security in relation to the risks inherent to the processing and the nature of the Personal Data to be protected. Your Personal Data will only be accessible to those Bath Iron Works Corporation's employees who have a need-to-know Your Personal Data for the performance of their job duties.

Bath Iron Works, Corporation has provided its employees who are processing or having access to Personal Data in the course of their job policies containing written instructions as to the processing activities they carry out and the respective extent of their authorization and obtained from them the undertaking that they will respect the confidentiality of Your Personal Data.

We work to have appropriate physical, technical, and organizational security measures in place to protect the security of Your Data that We process. The security measures taken by Bath Iron Works Corporation include controlled access to hard copy paper files, directory access controls for electronic data files, and user id/password access for systems containing personal information. These security

measures may be updated over time when legal and technological developments occur.

## **8. Your Rights**

You have specific legal rights relating to the Personal Data Bath Iron Works Corporation collects and Processes about You.

In certain circumstances, You may have rights to:

- Access Your Personal Data that Bath Iron Works Corporation stores.
- Correct the Personal Data Bath Iron Works Corporation holds about You.
- Erase Your Personal Data.
- Restrict Bath Iron Works Corporation's use of Your Personal Data.
- Object to Bath Iron Works Corporation's use of Your Personal Data.
- Withdraw Your consent, if applicable.
- Receive Your Personal Data in a usable electronic format and transmit it to a third party (right to data portability).

You may contact the responsible persons as listed below at any time if You would like to access the Personal Data that Bath Iron Works Corporation holds about You or if You want to exercise Your rights. You may access information concerning the source of the Personal Data, e.g., the purposes for which Your Personal Data are being used, the categories of Personal Data concerned and the details of the parties with whom Bath Iron Works Corporation may share Your Personal Data.

Pursuant to the law, You may object to the processing of Your Personal Data for legitimate reasons, notably the transfer of Your Personal Data to some recipients. Please note that where Bath Iron Works Corporation collects, holds and processes Your Personal Data to perform its obligations under Your employment contract You may not oppose to such processing.

You further have the right to lodge a complaint with a relevant supervisory authority if You believe that We may have infringed Your rights.

## **9. Changes to this Policy**

This Policy may be updated from time to time. Any such changes will be communicated to you by to the email address you have on file with BIW.

## **10. Contact Information**

Michael Winn, Senior Principal Contract Specialist at [teamprivacy@gdbiw.com](mailto:teamprivacy@gdbiw.com)

Other BIW Privacy Notices can be found at [www.gdbiw.com/privacy](http://www.gdbiw.com/privacy).