

GENERAL DYNAMICS

Bath Iron Works

General Dynamics Bath Iron Works Vendor/Prospective Vendor Privacy Notice

General Dynamics Bath Iron Works Corporation (BIW) collects and processes Personal Data relating to vendors and others seeking to do business with BIW. Additionally, BIW collects and processes Personal Data from those seeking to visit its facilities or gain access to BIW's information technology systems. BIW is committed to being transparent about how it collects and uses that data and to meeting its data protection responsibilities.

This document and **General Dynamics Bath Iron Works Visitor (Facility and System Access) Privacy Notice** are designed to provide a high level overview of BIW's efforts with regard to vendors. Additional information may be requested as noted below. (For the purposes of this policy, BIW considers some business contact information to be Personal Data.)

What information does BIW collect?

BIW collects a range of information about you if you seek to do business with BIW. This information may include:

- your name, address and contact details, including email address and telephone number;
- information about your business and services your business provides;
- Terms and conditions related to our contractual relationship;
- Fee and pricing structure;
- Reference information;
- Information you provide in response to a Solicitation (e.g., Requests for Proposals and for Quotes);
- Information you agree to provide as part of a contract with BIW; and
- Other information related to the specific business transaction contemplated or mutually agreed upon disclosures or exchanges.

In principle, no Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, an individual's trade-union membership, or 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 BIW. However, racial or ethnic origin Personal Data will be collected and processed by BIW as part of its security protocols. (Union membership data will be processed for employees and sometimes BIW asks about whether vendors have union contracts, but not about individual union members.) Further, health-related Personal Data may be collected and processed by BIW to the extent BIW is required to do so to complete drug testing and to comply with its obligations under state and federal laws (such as Drug-Free Workplace Act), to respond to emergencies, report injuries, and manage safety.

How does BIW collect and store data?

BIW may collect this information through several means. For example, when BIW requests quotes or proposals, specific information will be collected as part of the solicitations and included in contracts. BIW may also collect information about you from third parties, such as customers, former customers or other references supplied by customers or former customers, and from publicly available sources. Business cards or other promotional materials may be gathered or provided at industry days, trade shows, or other networking events. Solicited or unsolicited information may come in email from you directly or as referrals from others.

Data will be stored in different media (paper and digital) and in various places, including procurement management systems (paper and digital), supply tracking systems, freight manifests, and other electronic or digital systems (including email).

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Why does BIW process Personal Data?

BIW has a legitimate interest in processing Personal Data during business negotiations, contract formation, and during the business relationship. BIW needs to process data from vendors to communicate with vendors and to fulfill its obligations to them. BIW may also be required to report to its customer, parent company, and regulators, or defend against legal claims.

BIW is required to adhere to strict procurement acquisition integrity rules. Processing data from vendors and other business entities assists BIW in evaluating and assessing a business's qualifications/abilities/skills and deciding upon the best vendor for the particular business need. Obtaining this data allows BIW to engage in appropriate due diligence and to secure the best goods and services for its customer.

Pursuant to its contracts with the Navy, BIW must have a Plant Protection Program, which includes establishing a system of visitor access to the facility, and controlling the receipt and removal of property from the facility. To fulfill its obligations, BIW collects and processes Personal Data relating to visitors to its facilities and those seeking access to BIW's information technology systems; and it maintains stringent cybersecurity. Please see **General Dynamics Bath Iron Works Visitor (Facility and System Access) Privacy Notice**. Additionally, BIW collects information for other practical reasons, such as for insurance purposes, for statistical reporting purposes, and to make it easier to find vendors for future needs.

In most cases, you are under no obligation to provide data to BIW. However, if you wish to respond to a competitive procurement effort or to enter a contract with BIW, BIW will require you to provide specific information. If do not provide the information, BIW cannot consider your proposal or negotiate and contract with you. Additionally, if you do not provide the information required when you visit, you will not be admitted to BIW's facilities and/or provided access to requested systems. (In such cases, BIW may be unable to do business with you, and you may be unable to fulfill contractual obligations, view/inspect the facilities, or access BIW's systems.)

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Who has access to data?

Your information may be shared internally as part of standard procurement process. This includes members of the Procurement Department, Industrial and Information Security Teams, and employees and supervisors in the business area related to your goods or services.

BIW may share your data with the United States Navy or others in the Department of Defense, Teaming partners, other Subcontractors, service providers, Defense Counterintelligence and Security Agency, other regulators, law enforcement, BIW's parent company, auditors, or to comply with a legal obligation.

BIW may share your data with others working on the same project, teammates, partners, or others as part of BIW's role related to Lead or Planning Yard services.

Your information may be transferred to and through the use of third-party service providers. For example, depending upon the nature of the services provided, some vendors and their employees will be required to undergo background checks by a third-party service provider.

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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. When BIW contracts with third parties to process data, it requires appropriate information protection safeguards.

If you send information outside of the regular request for quotes or request for proposal processes, BIW cannot assure the protection of your information. In addition, as effective as the reasonable security measures implemented by BIW may be, however, no physical or technological system is impenetrable. BIW cannot guarantee the security of servers, applications, or databases, nor can BIW guarantee that information you supply will not be intercepted while being transmitted to BIW over the internet.

How long does BIW keep data?

BIW will keep data received as part of an official solicitation on file for a minimum (7) years following the close out of the relevant contracts. BIW may retain vendor information for longer periods of time to create reports for the Navy and regulators, and to defend against legal claims. If you send information outside of the regular request for quotes or request for proposal processes, BIW cannot assure destruction of your information.

Other notes about Vendor Data

When BIW posts requests for quotes or proposals, specific point of contact information will be contained in the solicitations. Information sent to BIW outside of formal procurement processes is difficult to track, handle, and destroy, and may be disregarded or retained indefinitely. Please don't send BIW any Personal Data outside of the procurement process.

Your Rights

You may have certain rights regarding the personal information BIW holds about you, subject to local, state, or international law. These may include the rights to access, correct, delete, restrict or object to BIW's use of, or receive a portable copy in a usable electronic format of your personal information. You also may have a right to lodge a complaint with your local data protection or privacy regulator.

BIW is committed to working with you to obtain a fair resolution of any complaint or concern about privacy. If, however, you believe that BIW has not been able to assist with your complaint or concern, you may have the right to make a complaint to the data protection authority of your country of residence or regulator in your state.

If you are seeking more information or have questions about how BIW collects, manages, and processes your data, please contact Mathew Gildart, Manager, Subcontacts, at venprivacy@gdbiw.com.

Other **BIW Privacy Notices** can be found at www.gdbiw.com/privacy.