

General Dynamics Bath Iron Works (“BIW”) Notice of BIW Medical’s Privacy Practices

We understand that information about you and your health is personal. We are committed to transparency regarding the protection of your health information. This Notice describes the privacy practices of the BIW Medical Department (“BIW Medical”), including the health care professionals employed by BIW Medical. This Notice applies to all of your personal health information that we create or receive in connection with the services that we provide.

Your Health Information

As part of our post-offer-pre-employment process and our routine operations, we create records of the health assessments, care, and services you receive. These records may consist of paper, digital and electronic documents (which may include notes, charts, reports, authorizations, forms, and certifications), and can also include photographs, videos, and other electronic transmissions or recordings that are created during our provision of services. They may also contain health information that we have received from third parties – for example, when we receive the results of lab tests or X-rays from an outside medical provider, or when you have provided your express authorization for your primary care physician to share health information with us.

How BIW Medical May Use and Disclose Your Health Information

Medical Care: Our doctors, nurses, technicians, and other BIW Medical personnel may use your health information to provide you with medical care. For example, BIW Medical personnel treating you for a workplace-related injury may need to review the results of your most recent physical exam. When necessary, we may disclose medical information about you to people outside of BIW who may be involved in your medical care. For example, if you are injured on BIW property and need emergency care, we may provide information about your pertinent health conditions (e.g., blood clotting disorder, allergies, etc.) to first responders. In non-emergency situations, we will typically obtain your written authorization before making such disclosures.

Workplace Safety-, Injury-, and Accommodations-Related Services: We may use your health information to perform services for you and for BIW that relate to workplace safety, injuries, and accommodations at BIW, including, for example, examinations for employment certifications and fitness-for-duty determinations, recommendations in response to accommodation requests, and injury-related reports. In connection with these services, we may, without your prior written authorization, disclose your health information to other BIW personnel who have a need to know such information in connection with their job duties relating to workplace safety. However, we make reasonable efforts to ensure that the health information we disclose is limited to the minimum necessary to accomplish the intended purpose of the disclosure. For example, where BIW Medical is asked to make an accommodation-related determination, we will share only information about the nexus between the limitation and the accommodation, but will not share information about an underlying diagnosis or medical condition without your written authorization. Please note, however, that any Workers’ Compensation records created in connection with a workplace injury may be shared without your authorization to BIW Personnel who need to know such information, and with regulatory authorities.

Other: We may also disclose your health information without your prior written authorization in order to address a serious or imminent threat to the health or safety of you or others, or pursuant to a legal obligation to disclose the information, or in the course of BIW Medical seeking legal advice, or in the course of the administrative review of BIW Medical or BIW Medical personnel, or if you make a request that inherently requires the disclosure of your health information. Otherwise, except in the limited contexts described above, we will only disclose your health information with your prior written authorization or the written authorization of your authorized representative. If you or your authorized representative provide us with authorization to disclose your health information, you or your authorized representative may revoke that authorization, in writing, at any time; however, we are unable to undo any authorized disclosures that we have already made.

Special Privacy Protections

Special privacy protections apply to test results and treatment information that relate to HIV-status information, alcohol and substance abuse information, mental health information, and genetic information. For more information about BIW Medical's treatment of these categories of information, please contact our Medical Office Manager at EHIprivacy@gdbiw.com.

Access to and Amendment of BIW Medical Records

In addition, upon your written request to BIW Medical, by signing our standard release authorization form, we will provide you with access to your BIW Medical records, including the opportunity for you to obtain a copy of your records. If you feel that your BIW Medical records contain an error, or are missing pertinent information, you may request that we amend your records. BIW Medical will consider, but reserves the right to deny, such a request to amend. BIW Medical will not remove original information.

Protection of BIW Medical Records

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.

Retention of BIW Medical Records

Health Information gathered during the recruitment process and during your employment at BIW will be retained during your employment and for any periods beyond your employment as required by state and federal laws and pursuant to BIW standard procedures related to employee information. (See Records Management Procedure, SP 16-01)

Updates to this Notice

We may change this Notice from time to time. In such a case, the revised Notice will be effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in the BIW Medical facility, which will contain the effective date in the footer, as well as posted at the website located at <https://gdbiw.com/privacy/>.

You may also request a copy of this Notice for your records. If you have questions or comments regarding this Notice, please direct them to: please contact Erica Staggs, Medical Office Manager, at EHIprivacy@gdbiw.com.