

# GENERAL DYNAMICS

Bath Iron Works

**General Dynamics Bath Iron Works Corporation**  
**CALIFORNIA RESIDENT EMPLOYEE PRIVACY NOTICE**  
**Effective Date: August 5, 2024**

This Privacy Notice describes the types of personal information General Dynamics Bath Iron Works Corporation (“BIW”, “we”, “us”, or “our”) collects about BIW employees who are California residents (“you” or “your”), how that information is used and disclosed, and your rights with respect to such personal information. BIW is committed to being transparent about how it collects and uses your personal information and to meeting its data protection responsibilities. Current and former BIW employees may access this notice in an alternative format at [gdbiw.com/privacy](https://gdbiw.com/privacy) under the header of “California Resident Employee Privacy Notice.”

To the extent that you provide BIW with the personal information of other individuals (e.g., emergency contact information, beneficiaries’ information, information of your professional and personal references, etc.), you are responsible for ensuring that you are authorized to provide us with such information.

As used in this Privacy Notice, “personal information” means information that identifies, relates to, or describes, or is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California resident and includes the categories listed below in the section titled “What personal information does BIW collect?”. This Notice does not apply to information that is publicly available, or information that is de-identified or aggregated.

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

BIW collects a range of personal information about you. This includes personal information collected at the time you submit your application for employment, during the new employee onboarding process, during your employment at BIW, and, in certain circumstances, after your employment at BIW has ended. The particular categories of information that we collect about you varies depending on your role at BIW, and may include:

Personal Identifiers and Related Information: legal name, alias name, signature, current and past addresses; email address, telephone and cell phone numbers; BIW badge information (including badge number and photo), Social Security number, driver’s license number or state identification card number, passport number, or other similar identifiers; date of birth, mother’s maiden name, marital status, birth location, country of citizenship; education, licenses and certification history; employment history, medical information, names of relatives employed by BIW; military and government service information; names and contact information of references provided at the time of application; and invention disclosures (if any).

# **GENERAL DYNAMICS**

## **Bath Iron Works**

Characteristics of Protected Classifications: sex, gender, age, race or color, ethnicity, medical condition (including pregnancy), genetic information (only in connection with BIW's provision of health care services), disability status, marital status, familial status, citizenship and national origin, and military and veteran status.

Health Information: medical history, genetic information (only in connection with BIW's provision of health care services), job restrictions and medical limits; substance abuse testing; workplace accident and illness information, health insurance information, and other information to determine reasonable accommodations during the post-offer pre-assignment onboarding process and during your employment at BIW.

Pay Information: pay rate/compensation, payroll deduction information, and banking information for direct deposit.

Benefits Enrollment and Administration Information: benefit selection information; beneficiary information; leave of absence information; and other information necessary to administer benefits programs and process benefits claims.

Criminal Background and Consumer Credit Report Information: personal identification information (see paragraph titled "Personal Identifiers and Related Information" above), copies of identity documents, gap or travel activities, driver's license information (including driving records, penalties, and restrictions); opinions from references provided, civil court records, sanctions with professional bodies, criminal history; financial information such as credit history, bankruptcy, financial judgments or tax information; appearance on global sanctions or terrorist watch lists and/or restricted-denied party screening.

Security Clearance Application Information: employment history, residence, education, foreign travel, foreign associates, fingerprints, criminal history, civil litigation history, names of all persons residing in the same domicile, current and former neighbors of the clearance applicant, extended family member names, and history of drug use.

Emergency Contact Information: name and contact information and relationship to employee.

Performance Management Information: employment status (full-time or part-time, regular or temporary); work schedule; job assignments; hours worked; business travel information; expatriate and secondment assignments; accomplishments and awards; training and development information; performance evaluation information; discipline and counseling information; and employment termination information.

Electronic Communications Information: such as email, computer (including information contained in digital files stored on computers), internet (including internet browsing and search histories, information about interactions with websites and applications, and device information

# GENERAL DYNAMICS

## Bath Iron Works

when you connect to BIW Wi-Fi), telephone, and mobile device access and usage information; IP address; login information; and location information, all of which is collected from BIW-owned or controlled systems, networks, or devices. BIW also collects electronic information associated with the use of your BIW badge, including its use to enter and exit BIW facilities.

Legal and Contractual Information: information necessary to respond to law enforcement and governmental agency requests, comply with legal and contractual obligations, exercise legal and contractual rights; and initiate or respond to legal claims.

Video Recordings: video images from cameras (i.e., CCTV) located in and around BIW premises.

Sensitive Personal Information: social security, driver's license, state identification card, and passport numbers; BIW badge number, account login information together with the required security or access code, password, or credentials allowing access to such account; precise geolocation information; race, ethnicity, union-membership status and related information; the contents of mail sent or received from BIW premises, and the content of email and text messages sent or received using BIW systems, networks, and devices (in accordance with BIW's policies and procedures; and genetic information (only in connection with BIW's provision of health care services), fingerprints (only in connection with security clearance applications), and personal information collected and analyzed concerning an employee's health. Some, but not all, of this information may constitute "sensitive personal information" under the CCPA.

### **From what sources does BIW collect personal information?**

BIW collects the above personal information from various sources. In many cases we collect the information directly from you, including, for example, when you: submit your application for employment; provide your passport, driver's license, or other identity document; participate in in-person or telephonic interviews, provide information during the new employee onboarding process and during your employment at BIW.

BIW and its personnel, service providers, and subcontractors may also collect or generate information about you in the ordinary course of our business (e.g., performance review information, accident reports, in the course of administering benefits, electronic information associated with the use of your BIW badge, including its use to enter and exit BIW facilities, etc.).

BIW may also collect personal information about you from third parties, such as former employers and references supplied by you or your former employers; personnel of General Dynamics and other BIW affiliates (e.g., General Dynamics business units) with whom you interact; the U.S. Navy (including applicable subunits of the U.S. Navy (such as NAVSEA and SUPSHIP)), the U.S. Coast Guard; and others (such as homeport officials and persons coordinating ship checks). In addition, BIW conducts a standard background check of each applicant after extending a job offer, and more extensive background checks for roles requiring security clearances or positions carrying substantial responsibility (e.g., responsibility for the strategic, policymaking, or company-wide operational decisions). In order to fulfill its national defense obligations and to adhere to

# **GENERAL DYNAMICS**

## **Bath Iron Works**

federal contractual provisions, BIW may collect additional information about citizenship and immigration status during the employment application process.

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

BIW processes your personal information prior to entering into an employment relationship with you in order to evaluate and confirm your qualifications for employment, to decide to whom to offer a job, and to manage the recruitment process.

During your employment at BIW, BIW processes your personal information for purposes of managing our employment relationship with you, and to facilitate our business operations.

BIW may use the mobile phone number you have provided to us to communicate work-related information to you via text message, including, for example, when an emergency or severe weather event occurs; or where your union has voted to authorize or require BIW to use text messaging for specific types of communications.

BIW may also process your personal information in order to ensure that we are complying with our legal and contractual obligations, and to establish, exercise, and defend legal and contractual rights and claims. For example, BIW processes your personal information when the U.S. Navy requires BIW to restrict access to vessels; to ensure that employees be eligible to review International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR) protected information; to obtain security clearances for employees working on certain projects or in certain positions; and to check an offeree's eligibility to work in the United States.

BIW processes certain categories of "sensitive personal information" in connection with our hiring and employment practices and processes, to operate our business, and to comply with applicable laws. We do not use or disclose your sensitive personal information for purposes other than those set out in Cal. Code Regs. tit. 11, § 7027(m).

By way of illustrative example only, BIW processes your sensitive personal information for the following purposes:

- BIW processes certain health and safety information to maintain a safe workplace, assess your working capacity, administer health and Longshore and Harbor and general Workers' Compensation insurance programs, and comply with applicable laws.
- BIW may have access to the contents of mail sent or received from BIW premises, and the content of email and text messages sent or received using BIW systems, networks, and devices or your own device if used for BIW business in order to protect BIW's, its customers', and employees' property, equipment and confidential information; monitor employee performance; and enforce BIW's electronic communications acceptable use policies.

# **GENERAL DYNAMICS**

## **Bath Iron Works**

### **In what circumstances does BIW disclose personal information?**

BIW partners with third-party service providers that may process your personal information on BIW's behalf in connection with your employment at BIW and to assist BIW with the operation of our business. For example, BIW may share your personal information with a third-party background check provider to obtain necessary background checks prior to extending an offer of employment, with banks for payroll-related purposes, and with third-party software and technology providers who assist BIW with data processing and storage. BIW may also partner with third-party service providers engaged by General Dynamics to provide employee benefits and other shared resources, and which service providers will process your personal information in connection with your employment at BIW.

We may also share your personal information with General Dynamics and other BIW affiliates, such as General Dynamics business units, in the ordinary course of our business, and with the U.S. Navy (including applicable subunits of the U.S. Navy, such as NAVSEA and SUPSHIP) when appropriate for the operation of our business, including, for example, where the Navy requires security clearances for employees working on a particular project or with access to certain sensitive information.

BIW will also share your personal information: if we are required to do so by law or by the terms of a collective bargaining agreement or other agreement with your union; if we believe it necessary to protect BIW, our customers, our employees, or the public; and for any other purpose with your consent or at your direction.

BIW does not sell your personal information and does not share your personal information for purposes of cross-context behavioral advertising.

### **How does BIW protect personal information?**

BIW takes the security of your personal information seriously. BIW has internal policies and controls in place that are designed to ensure that your data is not lost, accidentally destroyed, misused, or disclosed without authorization, and is not accessed except by specific employees and agents of BIW based upon their roles and in the proper performance of their duties.

### **How long does BIW keep personal information?**

Personal information collected during the recruitment process and during your employment at BIW, and, in certain circumstances, after your employment has ended, will be transferred to your Human Resources personnel file (these may be digital or paper files) and retained during your employment and after your employment has ended for the period of time necessary to fulfill BIW's business purposes and in accordance with BIW data retention policies and applicable law.

# GENERAL DYNAMICS

## Bath Iron Works

### What rights do you have with respect to your personal information?

The California Consumer Privacy Act, effective January 1, 2020, as amended by the California Privacy Rights Act, effective January 1, 2023 (“CCPA”), provides California “consumers” (including employees) with specific rights regarding their personal information. You have the right to request that BIW:

- Disclose to you the following information:
  - The categories of personal information we have collected about you and the categories of sources from which we collected such personal information;
  - The specific pieces of personal information we have collected about you, subject to certain exceptions;
  - The business or commercial purposes for collecting personal information about you; and
  - The categories of third parties to whom we have disclosed your personal information;
- Delete personal information we have collected from you, subject to certain exceptions; and
- Correct inaccurate personal information that we maintain about you, or supplement such personal information, subject to certain exceptions.

You have the right to be free from unlawful discrimination for exercising your rights under the CCPA.

To make a request for the disclosures described above, or the deletion or correction of your personal information described above, please contact the Director of Human Resources Services at [caeprivacy@gdbiw.com](mailto:caeprivacy@gdbiw.com) using the subject line “CCPA Consumer Request” or by calling 1-800-453-0604. To ensure we can verify your identity and help us respond to your request, please include in your email submission your full name, BIW badge number, telephone number, and your email and home addresses, and clearly state the request(s) you’d like to make.

In order to help ensure that your personal information is not disclosed to any person who does not have the right to receive it, and to help ensure your personal information is not mistakenly deleted or changed, we will attempt to verify that you are the subject of the personal information you are requesting to access, delete, or correct. We will compare the information you provide to any information we may have in our possession in order to verify your identity. We may also contact you at the email address you’ve provided to request additional information in relation to your request. We will use the information collected through the request process only for verification purposes and responding to your request.

# **GENERAL DYNAMICS**

## **Bath Iron Works**

We will confirm receipt of your request within 10 business days. If you do not receive confirmation within the 10-day time frame, please email us at [your-privacy@gdbiw.com](mailto:your-privacy@gdbiw.com).

We endeavor to substantively respond to a verifiable request within 45 days of its receipt. If we require more time (up to another 45 days), we will contact you at the email address you provided.

You may also choose to authorize an agent to make the above requests or exercise your rights. If you use an agent, we will take measures to verify your agent's authorization to act on your behalf and we may require more information to ensure proper verification of both you and your agent's identity and authorization.

Please note that we may not be able to respond to your request if we cannot verify your identity, or your agent's identity and authority to make the request, and confirm the personal information relates to you.

### **Contact Information:**

If you have any questions about this Notice, how BIW handles your personal information, or believe that BIW has not complied with your rights, please contact the Director of Human Resources Services at [caeprivacy@gdbiw.com](mailto:caeprivacy@gdbiw.com) or by calling 1-800-453-0604.

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