

# GENERAL DYNAMICS

Bath Iron Works

## General Dynamics Bath Iron Works Vendor/Prospective Vendor 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 the personnel of our vendors and others seeking to do business with BIW, and how that information is used and disclosed, and your rights with respect to such information. BIW is committed to being transparent about how it collects and uses your personal information and to meeting its data protection responsibilities.

As used in this Privacy Notice, “personal information” is synonymous with “personal data” and 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 individual 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.

This Privacy Notice does not apply to the personal information BIW collects and processes when vendor personnel seek to visit our facilities or gain access to our information technology systems, which is addressed separately in the General Dynamics Bath Iron Works Visitor (Facility and System Access) Privacy Notice (available at [www.gdbiw.com/privacy](http://www.gdbiw.com/privacy)).

### What personal information does BIW collect?

BIW collects a range of information about you. This information may include:

- Personal Identifiers and Related Information: legal name, address, email address, telephone number, and signature.
- Employment Information: employer’s name, address, and phone number; supervisor’s name, address, and phone number; job title or position; educational degree, certification, or similar qualification or proof of training.
- Reference information: opinions and other information provided by references, including those references supplied by you or your employer.
- Other personal information you provide to us, or that we generate, in the course of our business relationship with your employer.

### How does BIW collect and store personal information?

BIW collects the above personal information from various sources. For example, when BIW requests quotes or proposals from our vendors, the personal information of vendor personnel may be collected as part of the solicitations and may be included in contracts. BIW may also collect information about you from your employer more generally, and from third parties, such as customers, former customers or other references supplied by customers or former customers. Business cards or other promotional materials that contain personal information may be gathered or provided at industry days, trade shows, or other networking events. Solicited or unsolicited information may come in marketing communications from you directly or as referrals from others.

Personal information will be stored in different media (paper and digital) and in various places within BIW’s facilities and systems, including procurement management systems (paper and digital), supply tracking systems, freight manifests, and other electronic or digital systems (including email).

# **GENERAL DYNAMICS**

## **Bath Iron Works**

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

BIW has a legitimate interest in processing the personal information of vendors' personnel during business negotiations, contract formation, and during the business relationship. BIW needs to process the personal information of vendors' personnel to communicate with vendors and to fulfill its obligations to them. BIW may also need to process your personal information in connection with reports required by the United States Navy (or others in the Department of Defense, Defense Counterintelligence and Security Agency), BIW's parent company and affiliates, and BIW's other regulators, or in connection with bringing or defending against a legal claim.

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

BIW processes personal information for other practical reasons, such as for insurance purposes, for statistical reporting purposes, and to make it easier to find vendors for future business needs.

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

Your personal 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 business's goods or services.

BIW may share your personal information with the United States Navy or others in the Department of Defense, Teaming partners, other vendors, subcontractors and service providers, Defense Counterintelligence and Security Agency, other regulators, law enforcement, BIW's parent company or other BIW affiliates, auditors, local governmental partners (e.g., the City of Bath, Maine), or to comply with a legal obligation.

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

BIW partners with third-party service providers that may process your personal information on BIW's behalf in connection with your business relationship with BIW and to assist BIW with the operation of our business. For example, BIW may share your personal information with third-party software and technology providers who assist BIW with data processing and storage.

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

BIW takes the security of your personal information seriously. BIW has internal policies and controls in place to ensure that your personal information 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 personal information outside of the regular request for quotes or request for proposal processes, BIW cannot assure the protection of your personal 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.

## **GENERAL DYNAMICS**

Bath Iron Works

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

BIW will keep personal information received as part of an official solicitation on file for a minimum (7) seven years following the close out of the relevant contracts. BIW may retain personal information contained within vendor information for longer periods of time as necessary to fulfill BIW's business purposes and legal obligations (e.g., to create reports for the Navy and regulators, to bring or defend against legal claims, or to comply with other legal requirements) and in accordance with BIW's data retention policies and applicable law. 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 personal information in the procurement process**

When BIW posts requests for quotes or proposals, specific point of contact information for BIW 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 information outside of the procurement process.

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

In most cases, you are under no obligation to provide your personal information to BIW. However, if a vendor wishes to respond to a competitive procurement effort or enter a contract with BIW that requires the vendor to provide personal information relating to its personnel, and you do not provide it, or permit the vendor to provide it, BIW may not be able to consider the vendor's proposal or negotiate and contract with the vendor. Further, BIW needs to process personal information of its vendors' personnel to communicate with the vendors and to fulfill its obligations to them. BIW may also be required to process your personal information in connection with reports to regulators, to bring or defend against legal claims, or to comply with other legal requirements.

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

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. If you are a California resident, please see the section below titled "Additional Information for California Residents."

BIW is committed to working with you to obtain a fair resolution of any complaint or concern about your 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.

### **Contact Information.**

If you are seeking more information or have questions about how BIW handles your personal information, please contact BIW's Supply Chain Manager at [venprivacy@gdbiw.com](mailto:venprivacy@gdbiw.com).

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

## **GENERAL DYNAMICS**

Bath Iron Works

### **Additional Information for California Residents.**

This section contains additional disclosures required by the California Consumer Privacy Act, effective January 1, 2020, as amended by the California Privacy Rights Act, effective January 1, 2023 (“CCPA”).

Personal Information We Collect. In the preceding 12 months, BIW may have collected the categories of personal information about California consumers set out in the section of this Privacy Notice titled “What personal information does BIW collect?”, for the business purposes described in the section titled “Why does BIW process personal information?”.

Categories of Sources. We collected the above-mentioned personal information from the sources described in the section of this Privacy Notice titled “How does BIW collect and store personal information?”.

Personal Information Disclosed for Business Purposes. We may have disclosed the above-mentioned personal information to the third parties listed in the section of this Privacy Notice titled “In what circumstances does BIW disclose personal information?” for the purposes set out in that section and the section titled “Why does BIW process personal information?”.

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

An Explanation of Your Rights. The CCPA provides California consumers 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.

## **GENERAL DYNAMICS**

### **Bath Iron Works**

To make a request for the disclosures described above, or the deletion or correction of your personal information described above, please contact BIW's Supply Chain Manager at [venprivacy@gdbiw.com](mailto:venprivacy@gdbiw.com) using the subject line "Vendor 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, your employer's name, your 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.

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 provide.

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.