

## Job Applicant Privacy Statement

**Last Updated: May 8, 2024**

This Privacy Statement applies to individuals who reside in the State of California submitting applications for available employment or internship opportunities (“Applicant”) with Huntington Ingalls Industries and its divisions, Newport News Shipbuilding, Ingalls Shipbuilding, and Mission Technologies, (collectively, “HII” or “we” or “us”), either online or offline, including through certain websites operated by third parties, such as Success Factors, (“Websites”). Personal Information submitted on other HII websites will be collected and used in accordance with our website [HII Privacy Policy](#).

This Privacy Statement describes how HII collects, uses, discloses, and protects the Personal Information that HII collects from Applicants, as well as Applicants’ rights and choices regarding their Personal Information. In this Privacy Statement the term “Personal Information” means information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular Applicant.

Any terms defined in the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act and accompanying regulations, (“CCPA”), have the same meaning when used in this Notice. Company reserves the right to amend this Notice at our discretion and at any time.

HII is a U.S.-based company, and Applicant Personal Information will be transferred to and accessed from its U.S. offices to permit HII to perform employment-related activities and to comply with its legal, regulatory, and policy obligations. In addition, HII may work with third-party service providers and vendors in the U.S. and in other countries to support HII’s employment-related activities.

Thus, if you are not located in the United States, your information may be transferred to, stored on servers in, and accessed from the U.S. and from countries other than the country in which HII initially collected the information from you. Those countries may have different legal protections from the country in which the information was collected. In all such instances, HII uses, transfers, and discloses Personal Information solely for the purposes described in this Privacy Statement.

### **Information HII Collects**

In connection with your employment application, HII collects Personal Information about you through Websites, from third parties, including service providers, and through follow-up communications, including but not limited to telephone calls, email, and physical delivery.

During the application and hiring process, the Personal Information HII collects directly from you includes, but is not limited to, the following:

- **Contact Information, Identifiers and demographic data:** name, address, telephone number, email, marital status, birth date, gender, CV, resume, cover letter, etc.

- **Sensitive Data:** SSN, government-issued identification, information about race, national origin, disability, sex, etc.
- **Sensory or Surveillance Data:** on-premise monitoring in our offices and other workplace facilities (images, video), audio/visual recordings of interviews.
- **Medical Information:** information collected in order to determine physical capacity necessary to perform a certain job or respond to a medical emergency.
- **Professional or employment-related information:** evaluations, skills, membership in professional organizations, professional certifications, and employment history, disciplinary records; training forms, performance assessments, and test responses; and job applications.
- **Education Information:** information related to your education including academic credentials, GPA, activities or sports, or other similar background information.
- **Background Screening Information:** background screening information, such as criminal history, sex offender registration, motor vehicle records, credit history, employment history, drug testing, and educational history.
  - This information may include driver’s license information and accident records. HII also collects such Personal Information from consumer reporting agencies in connection with employment purposes as outlined in the Fair Credit Reporting Act 15 USC 1681 *et seq.* (“FCRA”).
- **Event Information:** dietary restrictions, travel and accommodation details, and other details specific to a particular recruiting interview, meeting or other event.
- **Public Social Media Pages:** information that you post on social media.
- **Work Authorization and Clearances:** work authorization status and relevant visa or other immigration information; clearance information.
- **Internet or other electronic network activity information:** Information regarding your interaction with Websites and other applications; precise geolocation information; links you use or web pages you visit while visiting Websites; browser type; internet service provider (ISP); cookies or similar technologies; and mobile device information including device identifier or other information.
- **Other Information:** any other information you otherwise elect to provide to us (e.g., employment preferences, willingness to relocate, current salary, desired salary, awards or professional memberships).

### **Why HII Collects Your Information**

HII uses the Personal Information that HII collects about you only to the extent necessary and for the following limited purposes:

- To review your job application and to provide, support, personalize, and develop our application process and facilitate our processing of job applications and interviews.
- For future recruitment and consideration of future job opportunities.
- To comply with legal obligations including the reporting requirements of the federal Equal Employment Opportunity Act, the federal Office of Contracting Compliance Programs (applicable to government contractors), and California's Fair Employment and Housing Act, and the contractual requirements of Company clients.
- To protect the security of the Company's physical locations and information systems and prevent fraud.
- To perform background checks and application verifications, and on-boarding activities.
- For diversity and inclusion programs to foster equal opportunity in recruitment process in accordance with applicable law.
- To exercising HII rights and fulfill HII obligations under employment, social security, and other applicable laws.
- Other uses for which HII has obtained your advance, express written consent.

### **Who Will Access and Use Your Information**

HII limits internal access to and use of your Personal Information to authorized HII individuals who need it for employment-related purposes and for compliance with HII's legal, regulatory, and policy obligations.

### **Sharing and Disclosure of Your Personal Information**

HII will only disclose your Personal Information to third parties that provide administrative and support services to HII for the limited activities of fulfilling HII's employment-related purposes and for compliance with HII's legal, regulatory, and policy obligations.

HII may disclose your Personal Information, at its sole discretion, to the following categories of third parties:

- **Service providers/vendors:** Personal Information may be disclosed to service providers and vendors that perform services on HII's behalf to carry out the uses of Personal Information described in this Privacy Statement such as employment eligibility verification, health and safety experts, and relocation companies. Most of these entities are contractually bound to use the Personal Information they receive only for the purposes of fulfilling their contractual obligations.
- **Professional Advisors:** HII may disclose your Personal Information to professional advisors such as HII's attorneys, accountants, and financial advisors.
- **Third parties and business partners in connection with business transactions:** Personal Information may be disclosed to business partner in connection with a business transaction or to third parties in relation to a corporate transaction, such as a

merger, sale of any or all of company assets or shares, reorganization, financing, change of control or acquisition of all or a portion of HII's business by an affiliate or third party, or in the event of a bankruptcy or related or similar proceedings.

- **Law enforcement, regulators and other parties for legal or contractual reasons:** Personal Information may be disclosed to third parties, as required by law or subpoena, or if HII reasonably believes such action is necessary to:
  - Comply with the law and the reasonable requests of regulators, court orders, law enforcement, or other public authorities, such as a subpoena, government audit, or search warrant;
  - Comply with Diversity Equity, and Inclusion (“DE&I”) obligations;
  - Manage legal claims asserted against HII;
  - Comply with a contract, or as necessary to establish, exercise or defend against potential, threatened, or actual litigation;
  - Protect us, your vital interests, or those of another person; and
  - Investigate fraud or to protect the security or integrity of Websites or any products or services that HII offers.

### **Security of Your Personal Information**

Your Personal Information will be transferred to, stored on, and accessed from HII servers in the U.S. HII has implemented technical, administrative, and physical safeguards designed to protect the Personal Information it maintains. HII also requires all third parties to whom it discloses Personal Information with for the HII purposes described above to provide at least the same level of security and privacy protection as HII provides. However, please note that no method of transmitting information over the internet is completely secure and HII consequently cannot guarantee the security of your Personal Information.

### **Retention of Personal Information**

HII retains Personal Information about you for as long as it is needed for the purposes described above in “Why HII Collects Your Personal Information,” or as otherwise required by law. Generally, this means HII will retain Personal Information about you until the completion of the application process, as well as a reasonable period of time after that where necessary to respond to any inquiries, address with legal matters, or address administrative matters. HII will also maintain such information as part of your employment file if you become an employee. Where HII has no continuing legitimate business need to process Personal Information about you, it will either delete or anonymize it or, if this is not possible (for example, because Personal Information has been stored in backup archives), then it will store Personal Information about you and isolate it from any further processing until deletion is possible.

### **HII's Policy Regarding Children's Personal Information**

HII does not employ individuals under the age of sixteen (16) and it does not knowingly collect Personal Information from such individuals.

## **Changes to this Privacy Statement**

We may amend this Privacy Statement from time to time. When we do so, we will update the “Last Updated” date above to indicate when those changes will become effective. Any Personal Information that is collected during the job application process is covered by the Privacy Statement in effect at the time such information is collected.

## **Additional Information for California Residents**

Applicants who are residents of California have additional rights under the California Consumer Privacy Act, as amended by the California Privacy Rights Act and accompanying regulations (collectively, the “CCPA”).

This Privacy Notice describes the Personal Information HII collects or processes about Applicants who are California residents in connection with the application materials, how HII uses, discloses, and protects that Personal Information, and Applicants’ rights concerning their Personal Information.

## **Personal Information HII Collects and Discloses, and For What Purpose**

In the past 12 months, HII has collected the Personal Information discussed above in the section titled “Information HII Collects.” The chart below sets forth the categories of third parties to which HII disclosed Personal Information within the preceding 12 months and the purposes for such disclosures.

<b>Category of Personal Information</b>	<b>Categories of Third Parties to whom the information is disclosed for Operational Business Purposes</b>	<b>Business Purpose for Disclosure</b>
<b>Personal Identifiers, Contact Information, and Demographic Data:</b> Information such as your name; username; email address; phone number; mailing address; IP-address; social security number; driver’s license number; date of birth; age; race; sex; citizenship; marital status; information that you post on social media; medical condition; veteran or military status; physical or mental disability; and pregnancy or childbirth and related medical conditions; dietary	Affiliates; service providers/vendors; professional advisors; third parties in connection with contractual obligations.	Facilitate the hiring process; conduct HR functions; Satisfy contractual obligations and regulatory requirements.

<p>restrictions; travel and accommodation details; and details specific to a particular recruiting interview, meeting or other event.</p>		
<p><b>Sensitive Personal Information:</b>  Information such as SSN; government-issued identification; information about race, national origin, disability, and/or sex; certain Medical Information; certain sensory or Surveillance Data; and certain background screening information.</p>	<p>Affiliates; vendors; government agencies and regulators; third parties in connection with contractual obligations.</p>	<p>Satisfy contractual obligations and regulatory requirements.</p>
<p><b>Professional or employment-Related Information:</b>  This may include evaluations, skills, membership in professional organizations, professional certifications, and employment history, disciplinary records; training forms, performance assessments, and test responses; and job applications.</p> <p>This may also include data related to work authorization and clearances as well.</p>	<p>Affiliates; vendors; professional advisors</p>	<p>Facilitate and maximize the efficiency of the hiring process.</p>
<p><b>Education Information:</b>  Information related to your education including academic credentials, GPA, activities or sports, or other similar background information</p>	<p>Affiliates; vendors; professional advisors; legal authorities, government agencies and regulators; third parties in connection with contractual obligations.</p>	<p>Facilitate the hiring process; satisfy contractual obligations.</p>

<p><b>Internet or other electronic network activity information:</b></p> <p>Information regarding your interaction with Websites and other applications; precise geolocation information; links you use or web pages you visit while visiting Websites; browser type; internet service provider (ISP); cookies or similar technologies; and mobile device information including device identifier or other information.</p>	<p>Affiliates; vendors; professional advisors; legal authorities, government agencies, and regulators.</p>	<p>To ensure compliance with company policies; to create and maintain cybersecurity controls; to ensure compliance with legal obligations.</p>
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Sensitive Personal Information

In the past 12 months, HII has collected and/or disclosed the following categories of Sensitive Personal Information from Applicants when they provide application materials:

- i. Social Security Numbers, drivers’ licenses, state identification card information, and passport number;
- ii. Financial account information;
- iii. Precise geolocation information; and
- iv. Racial or ethnic origin, religious or philosophical beliefs, or union membership.

HII may use this Sensitive Personal Information for purposes outlined in this Privacy Statement and ensuring the security and integrity of its business, infrastructure, and the individuals it interacts with. This includes, without limitation, receiving and processing your job application, evaluating your suitability for the position(s) you are applying for, conducting background checks, analyzing and monitoring diversity, extending an employment offer (at HII’s discretion), fulfilling administrative functions, complying with applicable laws, legal process, or requests from governmental or regulatory authorities, and exercising or defending legal claims.

HII does not use or disclose Sensitive Personal Information for purposes other than those that are necessary and proportionate to accomplish the objectives set forth in Cal. Code Regs. tit §7027(m).

Automated Processing Tools

We may use automated processing tools to assist us in processing and evaluating job applications. These tools leverage algorithms and artificial intelligence technology to facilitate our human decision making with regard to your application and assist with the following:

- We use automated processing tools to determine whether, based on the information you have provided to us, you meet the minimum requirements for a position.
- We use automated processing tools to perform a job match ranking and assign a percentage value to your application that assesses how strong the fit is between your application and the requirements of the target role. Our tools may rely on several factors in assigning these percentages, which may vary per job. An HII employee assesses these recommendations from these automated tools to make decision with regard to the job application.

### Your Rights as a California Resident

Under CCPA, Applicants who are California residents have specific rights regarding their Personal Information. These rights are subject to certain exceptions. When required, HII will respond to most requests within 45 days unless it is reasonably necessary to extend the response time.

#### *Right to Correct Inaccurate Information*

If you find that we maintain any inaccurate Personal Information, you have the right to request that we correct such inaccuracy.

#### *Right to Disclosure of Information*

You have the right to request that we disclose certain information regarding our practices with respect to Personal Information. If you submit a valid and verifiable request and we confirm your identity and/or authority to make the request, we will disclose to you any of the following at your direction:

- The categories of Personal Information HII has collected about you in the last 12 months.
- The categories of sources for the Personal Information HII has collected about you in the last 12 months.
- HII's business or commercial purpose for collecting that Personal Information.
- The categories of third parties to whom HII discloses that Personal Information.
- The specific pieces of Personal Information HII collected about you.

#### *Right to Opt-Out of Sale or Sharing of Personal Information*



You have a right to opt-out of the sale or sharing of your Personal Information as such terms are defined by the CCPA.

HII does not sell or share Applicant Personal Information as such term is defined by the CCPA including Personal Information of individuals under the age of sixteen (16).

#### *Right to Non-Discrimination*

You have the right not to be discriminated against for the exercise of your California privacy rights described above.

#### *Right to Delete Personal Information*

You have the right to request that we delete any of your Personal Information collected from you and retained, subject to certain exceptions. Upon receiving a verified request to delete your Personal Information, we will do so unless otherwise authorized by applicable law or regulations, or it is necessary to retain the Personal Information to protect HII's rights or the rights of others.

#### How to Exercise these Rights

If you wish to submit a request to exercise one or more of the rights listed above, you can do this by emailing us at [privacy@hii-co.com](mailto:privacy@hii-co.com), using the [webform](#), calling us at 1-833-334-8929 or by mail to:

**Chief Privacy Officer**  
Huntington Ingalls Industries  
4101 Washington Avenue  
Newport News, VA 23607.

Please include your question or concerns in your letter to HII. HII will respond to verifiable requests for disclosure or deletion of Personal Information free of charge, within 45 days of receipt.

In order to protect your privacy and the security of your information, HII verifies consumer requests by requesting identification documents and other documentation necessary to confirm your identity. Any additional information you provide will be used only to verify your identity and not for any other purpose.

#### *Authorized Agents*

If you want to make a request as an authorized agent on behalf of a California resident, you may use the submission methods noted above. As part of HII's verification process, it may request that you provide, as applicable, proof concerning your status as an authorized agent. In addition, HII may require the individual on whose behalf you are making the request to verify their own identity or your permission to submit the request.