



## Privacy Notice for Leidos Job Applicants

To offer job openings and career opportunities globally, Leidos and its subsidiaries and affiliates (together, “Leidos” or “We”) collect and process Personal Information relating to job applicants during the recruitment process. Leidos is committed to being transparent about how it collects and uses your Personal Information, which is why it provides this Notice to all job applicants.

You understand and agree that when you submit an online job application, Leidos may use the Personal Information that you have voluntarily provided to:

- contact you for recruitment and employment-related purposes;
- process your application; and
- for other employment-related purposes.

### Types of Personal Information Leidos Collects

As part of the recruitment and application process, Leidos may collect information about you (“Personal Information”). Personal Information includes, but is not limited to:

- your name, address and contact details, including your email address and telephone number;
- your qualifications, skills, education, experience and employment history;
- information about your current income or remuneration and other benefits as allowed by law;
- whether or not you have a disability for which Leidos needs to make reasonable accommodations during the recruitment process; and
- specific information about your eligibility to work in the jurisdiction where the job is posted.

Leidos may collect this Personal Information in a variety of ways. For example, certain data might be requested in online application forms, obtained from your CV, resume, passport or other identity-related documents, or collected during in-person or telephone interviews or via other forms of assessment.

If you request a reasonable accommodation in the recruitment process, then Leidos may also collect information from you to help determine what type of disability you have and the type of assistance you might require.

Leidos may also collect “Special Categories of Personal Data” or “Sensitive Personal Information” - such as information about your race, ethnicity, gender, disability, criminal records or history and veteran status - to monitor recruitment statistics and/or meet legal obligations, such as government reporting obligations.

Your Personal Information may be stored and retained in a variety of different places, including in databases hosted by a third party (e.g., Workday), Leidos HR management systems and other Leidos IT systems (including systems used for email).



### **Why Leidos Collects Personal Information**

Leidos has legitimate interests in processing Personal Information collected from job applicants like you. We collect and process, or will process, Personal Information to:

- process job applications, make employment offers or enter into employment agreements;
- assess an applicant's suitability for employment or engagement;
- comply with our statutory and/or regulatory obligations, e.g. carrying out a criminal records check;
- comply with its duty to make reasonable adjustments for job applicants with disabilities;
- ensure compliance with an applicant's statutory rights;
- ascertain an applicant's fitness to work; and
- monitor recruitment statistics and/or meet other legal obligations, such as government reporting obligations.

Sensitive Personal information might be collected from you voluntarily - that is, with your explicit consent. Leidos processes such information mainly for the purpose of analysing recruitment statistics and in accordance with applicable laws and policies. Note, however, that Leidos may occasionally need to use or disclose Sensitive Personal Information (including information about any criminal convictions and offences) to establish, defend against or exercise legal claims.

### **Who Has Access to Your Personal Information**

Your Personal Information may be shared internally with Leidos employees and authorized third parties to process your job application and for recruitment purposes. Access to your Personal Information is available only to those Leidos employees who require it and only to the extent they need it to perform their duties. The Leidos employees who might have access to your Personal Information include members of Leidos Human Resources (HR) and recruitment teams, interviewers involved in the recruitment process, hiring managers and IT staff.

Leidos will not share your Personal Information with third parties unless your employment application is successful and we make you an offer of employment. At that stage of the application process, we may share your Personal Information with former employers or others you have listed in your job application to obtain references for you.

After a conditional offer of employment has been made but before you begin employment, we will also share your Personal Information with background check providers to obtain necessary background checks and criminal records and history, pursuant to applicable law.

### **Your Personal Information May Be Accessed Outside Your Country of Residence**

It is possible that your Personal Information will be transferred or accessible in countries other than where it was collected, when necessary for business purposes and when permitted under applicable privacy and data protection laws.

For example, if you live in the European Union ("EU") or United Kingdom ("UK"), Leidos employees who work for other non-EU-based or non-UK-based Leidos and third party entities may have access to your Personal Information, for the purposes described above. Such entities are typically based in the United States. In such cases, Leidos (i) requires those entities to contractually agree that will



protect the data according to EU law by requiring them to sign appropriate data processing and data transfer contract provisions and (ii) requires that such Personal Information is made available to those entities on a need-to-know basis and as necessary for the Employment Purposes described above.

#### **How Your Personal Information Is Protected**

The security and protection of your Personal Information is a serious matter. Leidos has reasonable and appropriate policies and controls to protect Personal Information from loss, accidental destruction, misuse or unauthorized disclosure.

#### **How Long Leidos Keeps Your Personal Information**

When you submit your application and CV or resume, you will be asked whether you agree that we can evaluate you for other available positions. If you agree, then we will keep your information for this purpose for a minimum of three (3) years, a time period which aligns with our other candidate data retention procedures.

Even if your employment application is unsuccessful, Leidos may hold your Personal Information on file for up to three (3) years after the end of the recruitment process. At the end of that period, your Personal Information will be securely deleted or destroyed. However, please note that Leidos may retain your Personal Information for a longer period of time when required for litigation, tax matters or other legal or regulatory compliance purposes.

Likewise, if your application for employment is successful, any Personal Information gathered during the recruitment process will be transferred to your electronic and paper HR files and retained during your employment. Your Personal Information will then be retained in accordance with applicable Leidos policies and applicable laws.

#### **Your Rights Related to Your Personal Information**

You may have a number of legal rights regarding the use, accuracy, integrity and availability of the Personal Information provided to Leidos during the application process.

For example, upon reasonable written request, you might be able to:

- access or obtain a copy of your Personal Information;
- ask Leidos to update or change incorrect or incomplete information about you or in your job application;
- request that Leidos delete or stop processing your Personal Information (but in some cases Leidos may be required to keep such information to comply with applicable laws and/or for other compliance or litigation-related purposes); and/or
- object to the processing of your Personal Information.



*How to Exercise the Rights Listed Above*

If you are an EU or UK Resident, you can submit a request to us [here](#).

If you are not an EU or UK resident, or if you would prefer to submit your request by another means, you may write us at [privacy@leidos.com](mailto:privacy@leidos.com).

Note that these rights are not absolute and exceptions may apply. Thus, Leidos will handle these types of requests on a case-by-case basis.

If you believe that Leidos has not complied with or properly responded to any such request, you may file a complaint with the appropriate Data Protection Authority or government agency in the jurisdiction where you live.

**If You Do Not Provide Personal Information**

You are under no statutory or contractual obligation to provide any Personal Information or other information to Leidos during the recruitment process. However, if you do not provide this information, we may not be able to process your employment application properly or at all.