

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:

- 1) contact you for recruitment and employment-related purposes,
- 2) process your application, and
- 3) for other employment-related purposes.

What Types of Personal Information Does Leidos Collect?

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.

Leidos may also collect “Special Categories” of Personal Information (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.

If there is a request for a reasonable accommodation in the application process, then Leidos may also collect information from the applicant to help determine if the applicant has a disability and the type of assistance the applicant might require.

Your Personal Information may be stored and retained in a range of different places, including in your application records, HR management systems and other IT systems (including email).

Why Does Leidos Collect Personal Information?

Leidos has legitimate interests in processing Personal Information collected from job applicants. We collect and process, or will process, Personal Information for a number of reasons:

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

Where Leidos processes other Sensitive Personal Information, it is mainly for the purpose of analysing recruitment statistics and it is maintained in accord with our policies. Sensitive Personal information that Leidos uses for these purposes is either anonymised or is collected with your explicit written consent which can be withdrawn at any time.

Leidos may also occasionally use your Sensitive Personal Information, including information about any criminal convictions and offences, when needed for the establishment, exercise or defence of legal claims.

Who Has Access to Your Personal Information?

Your Personal Information may be shared internally with Leidos employees and authorized third parties (collectively, "Leidos Personnel") to process your job application and for recruitment purposes. The Leidos Personnel who might have access to your Personal Information include members of HR and recruitment teams, interviewers involved in the recruitment process, hiring managers and IT staff. Access to your Personal Information is available only to those Leidos Personnel who require it and only to the extent they need it to perform their duties. 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. We will also share your Personal Information with background check providers to obtain necessary background checks and criminal records and history before you begin employment, pursuant to applicable law.

How Is Your Personal Information Protected?

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

How Long Does Leidos Keep Personal Information?

You will be asked when you submit your application and CV or resume whether you consent to the use of your Personal Information in relation to other available positions.

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 deleted or destroyed.

In certain circumstances, Leidos may retain your Personal Information when required for litigation, tax matters or other regulatory inquiries.

If your application for employment is successful, any Personal Information gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. Your Personal Information will then be retained in accordance with applicable Leidos policies.

Your Rights

You have a number of rights, if required or provided by law, regarding the use, accuracy, integrity and availability of the Personal Information you have provided to Leidos during the application process. Upon reasonable written request, and if required or provided by law, you can:

- access or obtain a copy of your Personal Information;
- ask Leidos to update or change incorrect or incomplete data about you or your job application;
- request Leidos delete or stop processing your Personal Information (in some cases Leidos may be required to keep your data to comply with applicable laws and/or other government requirements); and/or
- object to the processing of your Personal Information.

In order to exercise these rights, please send a written request to UKHR@Leidos.com. 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.

What if You Do Not Provide Personal Information?

You are under no statutory or contractual obligation to provide any Personal Information or data 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.