

## **DATA PROTECTION AT LEONARDO**

### **PRIVACY NOTICE FOR EMPLOYEES AND CONTRACT STAFF**

#### **Protecting and keeping secure your personal information**

##### **1. What is the purpose of this document?**

Leonardo MW Ltd (the **Company** or **we**) is committed to protecting the privacy and security of the personal information we hold on employees and contract staff, both past and present (collectively referred to as **Staff**).

This “Privacy Notice” describes how we collect and use personal information about you, as an individual Data Subject, during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.

The legal basis upon which we rely to hold and process your data is the fulfilment of your contract for services, in accordance with the GDPR.

For the purposes of the GDPR the Company is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees and contract staff. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time. However, if we do so we will issue a communication to advise you of this.

This is the overarching Privacy Notice in relation to your work with us. However, to ensure transparency and compliance we may at times issue additional notices in relation to any processing which may not have been in contemplation of you and us when we entered into contract with you, so that you are aware of how and why we are using such information.

##### **2. Data Protection Principles**

We will comply with the GDPR and relevant data protection law. The GDPR says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.



4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **3. The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection.

At any time during your working relationship with the Company, we will collect, store, and use some or all of the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Nationality
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date.
- Location of employment or workplace.
- Copy of driving licence.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Compensation history.



- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as swipe card records.
- Information about your use of our information and communications systems.
- Photographs.
- Safety.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity.
- Trade union membership.
- Information about your health, including any medical condition, health and sickness records.
- \*Genetic information and biometric data.
- Information about criminal convictions and offences.

\*Please note that the Company does not presently collect any genetic information or other biometric data about you, but as technology develops it is recognised that this may occur in the future.

#### **4. How is your information collected?**

We collect personal information, sensitive or otherwise, about Staff through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. This is particularly the case at Leonardo as both the Company and Staff must comply with the Official Secrets Act 1989 in the execution of Leonardo’s business and attached to that are enhanced security checks on individuals.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

#### **5. How we will use information about you**

We will only use your personal, or sensitive personal, information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.



4. To protect your vital interests should it become necessary.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

For Occupational Health activities we need to process your "special category data" for the "purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health". This processing is also subject to conditions and safeguards specified by relevant nursing and medical professional bodies.

## **6. Situations in which we will use your information**

From time to time we may need any or all of the categories of information listed above, primarily this allows us to perform our contract with you (or in the case of contractors, our contract with your employers), for your safety and well-being in the fulfilment of your duties and to enable us to comply with legal obligations. In some cases we may use your personal, or sensitive, information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal, or sensitive, information are listed below.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Enabling and maintaining security clearances
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing certain employment benefits to you, such as private healthcare.
- Liaising with your pension<sup>1</sup> provider.
- Administering the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance

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<sup>1</sup> The Trustees of Leonardo Electronics Pension Scheme, Leonardo Helicopters Pension Scheme and Leonardo FuturePlanner deem themselves to be data controllers when processing pension scheme member data; as such they are joint controllers of some of your information. The Trustees have put in place policies and processes to ensure compliance with data protection legislation. To view the Schemes' fair processing notices, please visit the publications section of the relevant scheme website ([leonardoelectronicspensions.co.uk](http://leonardoelectronicspensions.co.uk), [lhpensions.co.uk](http://lhpensions.co.uk), [futureplanner.co.uk](http://futureplanner.co.uk))



requirements.

- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other Staff, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT and Security policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand Staff retention and attrition rates.
- Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your information.

#### *If you fail to provide information*

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

#### *Change of purpose*

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.



Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **7. How we use particularly sensitive information**

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public. We may also process such information about Staff in the course of legitimate business activities with the appropriate safeguards.

### *Our obligations as an employer*

We will use your particularly sensitive personal information in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- We will use information about your race or national or ethnic origin to ensure meaningful equal opportunity monitoring and reporting.
- We will use trade union membership information to pay trade union premiums, register the status of a protected employee and to comply with employment law obligations.



### *Do we need your consent?*

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

## **8. Information about criminal convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy or security policies.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We do not envisage that we will hold information about criminal convictions as a matter of course but may need to do so from time to time in order to comply with security obligations.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. Verification of any convictions held by an individual, which are considered "unspent" under the Rehabilitation of Offenders Act 1974, will be retained for the purpose of completion of BPSS Security Clearance

We are allowed to use your personal information in this way to carry out our obligations under the Official Secrets Act 1989. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

## **9. Automated Decision Making**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

1. Where we have notified you of the decision and given you 21 days to request reconsideration.
2. Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.



3. In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

## **10. Data Sharing**

We may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the EU, such as to other companies within the Leonardo group or to third-party service providers. If we do, you can expect a similar degree of protection in respect of your personal information.

*Why might you share my personal information with third parties?*

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

*Which third-party service providers process my personal information?*

“Third parties” includes third-party service providers (including contractors and designated agents) and other entities within our group. Those activities that may be carried out by third-party service providers typically include payroll, pension administration, benefits provision and administration, IT services, travel & expenses arrangements and company credit card.

This includes key suppliers:

NGA HR for Apprenticeships, Payroll, Employment Contracts / Files, Travel, Recruitment & Reward  
Tribal For Apprenticeship Management  
EQA for Apprenticeship Management  
Insight Skills for Apprenticeship Management  
Warwick – 1 for Apprenticeship Management  
Outposts for Apprenticeship Management  
Unite for Trade Union





Concur for Travel & Expenses  
Accenture for Finance  
AMEX for Expenses  
Carlson Wagonlit Travel for travel  
Avis for Car Rental  
Hyland (was Kofax) – for Employee files  
BSI Capita for Travel  
DXC (Xchanging) for Contract Recruitment, Indirect Procurement and ICT infrastructure  
Personal Group for Voluntary Benefits  
BUPA for Health Care  
AIG for Reward  
PSAL for Pensions Administration  
UNUM Lifeworks for Employee Assistance Programme  
Aetna for International Health Care  
Iron Mountain for storage of documentation  
Chubb Insurance and Helix International for employee travel insurance  
iJET for Travel Security Risk Management

*How secure is my information with third-party service providers and other entities in Leonardo's group?*

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

*When might you share my personal information with other entities in the Leonardo group?*

We will share your personal information with other entities in our group as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data and otherwise only for those purposes that are consistent with the purposes otherwise described in this policy.

*What about other third parties?*

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

*Transferring information outside the EU*



We will transfer the personal information we collect about you to the following countries outside the EU: the United States and India in order to perform our contract with you. There is not an adequacy decision by the European Commission in respect of either of those countries. This means that the countries to which we transfer your data are not deemed to provide an adequate level of protection for your personal information.

However, to ensure that your personal information does receive an adequate level of protection we have put in place the following appropriate measures to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection:

The use of Privacy Shield within the United States and the use of Model Clauses with the United States and India.

## **11. Data Security**

We have put in place measures to protect the security of your information. Details of these measures are available on the Company's intranet.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.



## 12. Data Retention

### How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available on the Company's intranet. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee or contract staff of the Company we will retain and securely destroy your personal information in accordance with our data retention policy.

## 13. Rights of Access, Correction, Erasure and Restriction

### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.



- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **To be informed** if we permit or become aware that a third party has shared your data in a way which does not conform the purposes outlined in this document.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Company's Data Protection Management Team via [Leonardo.SAR@leonardocompany.com](mailto:Leonardo.SAR@leonardocompany.com).

### **No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

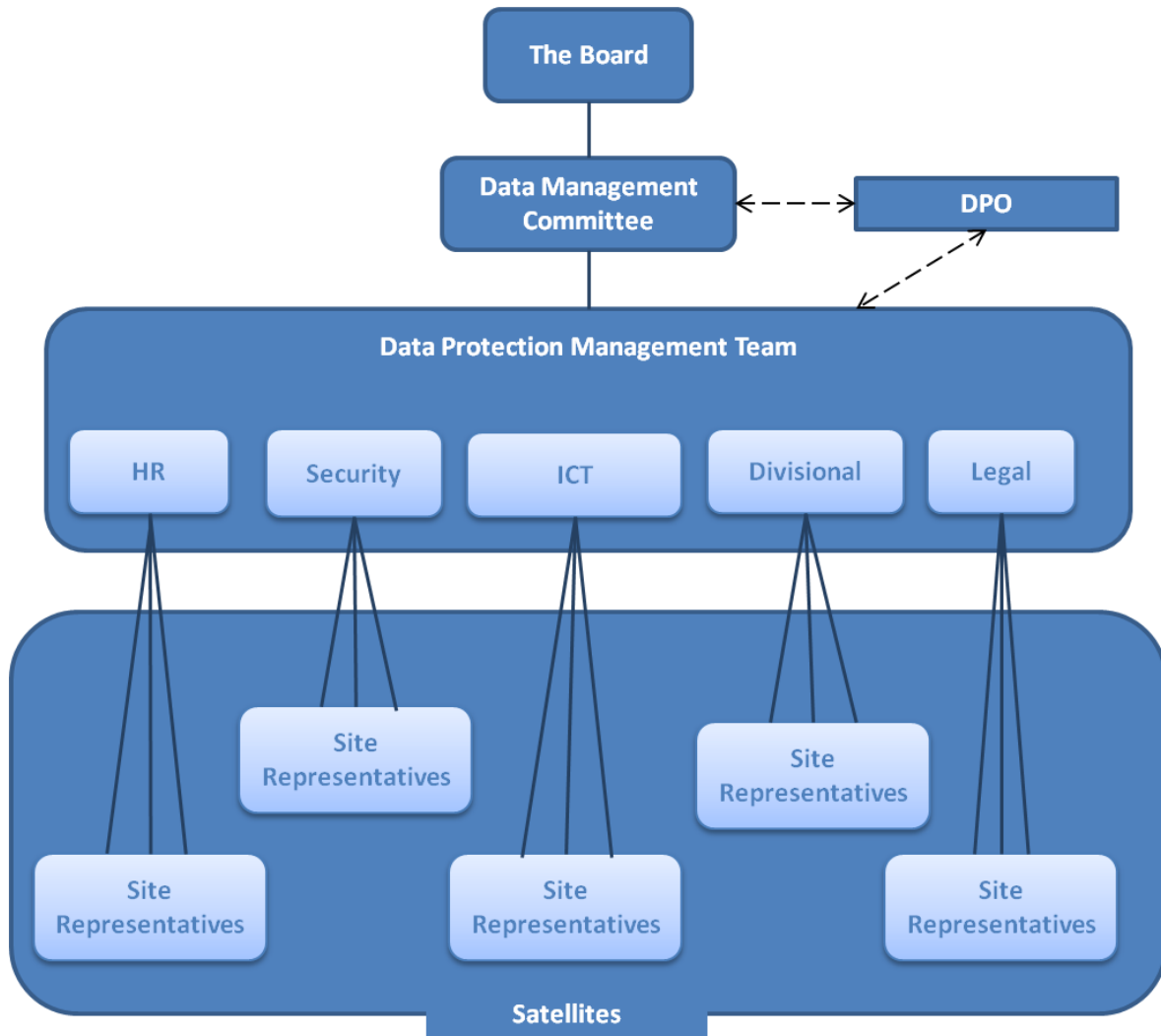
## **14. RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Company's Data Protection Management Team via [Leonardo.SAR@leonardocompany.com](mailto:Leonardo.SAR@leonardocompany.com) or your HR representative. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.



## 15. Data Protection Management Team

We have established a Data Protection Management Structure within the company:



## 16. Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact** the Company's Data Protection Management Team via [Leonardo.SAR@leonardocompany.com](mailto:Leonardo.SAR@leonardocompany.com)

**Alternatively you can contact the Company's DPO on:**  
**[Leonardo.SAR@leonardocompany.com](mailto:Leonardo.SAR@leonardocompany.com)**

**Or you can contact the Information Commissioners Office on: [casework@ico.org.uk](mailto:casework@ico.org.uk)**