

Northrop Grumman

International Applicant and Prospect Privacy Notice

Last Updated: 11th September 2024

We at Northrop Grumman (“we”, “us”, “our”, “Northrop Grumman”) respect your concerns about privacy. This Privacy Notice describes the information practices of the Northrop Grumman affiliate to which you are applying for employment or are expressing an interest in our talent community. It also describes the types of information we maintain, how we may use the information, how we secure it, with whom we may share it and the choices and rights available to you regarding our use of the information. The information we will process about you will vary depending on your personal circumstances and how you choose to interact with Northrop Grumman.

This Notice is only a supplement to Northrop Grumman’s general website privacy policy, which can be found [here](#).

Information We Maintain

We collect certain information about you, including personal information that Northrop Grumman maintains in its Human Resources (“HR”) personnel records and information related to our talent community (“Personal Information”). Personal Information includes the following:

- Business contact information (e.g. name, office location, department, mailing address, direct business phone number, business email address and applicant user ID)
- Contact information (e.g. name, postal address, telephone number and email address)
- Employment information (e.g. employer, title, division, military rank)
- Other personal information (e.g. citizenship, immigration status, passport verification, security clearances, disability status, civil or criminal court history, driving & vehicle licensing history)
- C.V. information (e.g. employment history, work authorization information, salary history, education history, certifications)
- Demographic Information (e.g. Racial and ethnic origin, religious, political or philosophical beliefs, trade union membership or information about your health, disabilities, parental status, military status and sexual orientation)
- If you are successful with your application, we collect employee dependents names and employee dependents dates of birth (where applicable) for the provision of employee benefits
- Other personal information found in content that users provide.

How We Use the Information We Maintain

Depending on the nature of the relationship, Northrop Grumman will use the Personal Information you provide for various purposes. If you are a prospect, we will use your information for recruitment purposes such as contacting you about job opportunities, events, and sending out newsletters. If you are an applicant, we will use your information for considering you for a position at Northrop Grumman, and if you are offered a job or become employed by Northrop Grumman, for employment-related purposes. This may include conducting background investigations that are necessary.

Legal Ground for Our Use of the Information

By providing us with your information, you agree that we may use your personal information for the above purposes. Your information will not be used for any other purposes except as consistent with our general website privacy policy. Where you have provided consent for us to process your information, you have the right to withdraw that consent. However, failure to provide your personal information in an application will prevent us from contacting you and evaluating your application for the job.

For applicants, we will process your Personal Information to the extent necessary to take steps to enter into a contract or for the performance of a contract with the data subject. For successful applicants, we will conduct background investigations that are necessary for the purposes of the legitimate interests pursued by Northrop Grumman as a potential employer, to the extent such interests are not overridden by the applicant's interests or fundamental rights and freedoms afforded them under relevant data protection laws and regulations.

Demographic information regarded as "special" in certain jurisdictions includes information relating to racial and ethnic origin, religious, political or philosophical beliefs, trade union membership or information about your health, disabilities, and sexual orientation.

We process this personal data for a variety of reasons, and this will vary in our different jurisdictions. Our reasons for processing this data include:

1. Where it is necessary to comply with local requirements and applicable law. For example, we may use this information to comply with anti-discrimination laws and government reporting obligations;
2. To monitor and ensure diversity and equal treatment and opportunity;
3. To provide accommodations or adjustments during the hiring process.

Where the processing of this personal data is not required by law, we will seek your consent to process your data. This will be voluntary, and you may decide whether or not to give consent.

Information We Share

Personal Information is handled strictly on a need-to-know basis. Individuals with access to Personal Information may include members of our Human Resources team as well as hiring managers. If offered a position, we may share your Personal Information with our Northrop Grumman affiliated companies and third parties who perform services on our behalf. This includes Northrop Grumman affiliates and service providers located in countries other than the country in which the personal information was collected. These service providers may also collect some of your information (e.g., your personal contact information) directly from you but they are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or comply with legal requirements.

We use providers for the following services. If you wish to see a list of all service providers in your jurisdiction, please email the team [here](#).

Australia:

Service	Country of Processing
Job Application Processing	United States, Australia
Recruitment	United States
Applicant Background Investigations and reference checks	Australia, United States
eSignature Facility	United States
Applicant Surveys	United States

Poland:

Service	Country of Processing
Applicant Background Screening	Canada, Poland, Switzerland, United Kingdom and United States
Job Application Processing	United States, Ireland, New Zealand

United Kingdom:

Service	Country of Processing
Job Application Processing	United States , Ireland, New Zealand and United Kingdom
Recruitment	United States
Applicant Background Investigations and reference checks	Canada, Poland, Switzerland, United Kingdom and United States
eSignature Facility	United States
Diversity and Inclusion Recruitment Providers	United Kingdom
Technical Assessments	France

Saudi Arabia/Japan/South Korea/United Arab Emirates:

Service	Country of Processing
eSignature Facility	United States
Applicant Background Screening	Canada, Poland, Switzerland, United Kingdom and United States
Job Application Processing	United States, Ireland, New Zealand, United Kingdom

In exceptional circumstances, we may also share your personal information with local suppliers and delivery services in order to send you work supplies or other goods and materials (related to your employment or contractor position) through the post to your personal address.

We may disclose information about you (i) if we are required to do so by law or legal process, (ii) to law enforcement authorities or other government entities, and (iii) in connection with an investigation of suspected or actual criminal offenses.

Your Rights

As a data subject, you have certain rights regarding the processing of your personal information in accordance with the privacy laws of the region you are located in. Once you have applied for a position, you may request access to correct or update your personal information. A new C.V. or resume may be submitted when applying for other positions. If you wish to have your Personal Information deleted or otherwise wish to exercise your rights, please contact us as indicated in the “How to Contact Us” section below. To aid us in locating your Personal Information, please be sure to include your name and contact information in your request.

Please select your region from below to view your rights as a data subject:

European Union (EU), United Kingdom, Switzerland, South Korea, United Arab Emirates (UAE), Algeria

Subject to applicable law, you have the right to request access to and rectification or erasure of your Personal Information, or the restriction of our use of your information, or to object to such a use. Where you have provided consent for us to process your information, you have the right to withdraw that consent. You have the right to receive, in a structured, commonly used and machine-readable format, the Personal Information about you that you provided to us for the performance of your employment contract, and to transmit this information to a third party organization. You also have the right to reject, object, or request explanations regarding decisions made solely by automated systems, including artificial intelligence systems, that process personal information and substantially impact your rights. You can exercise these rights by contacting us as indicated in the “How to Contact Us” section below. In addition, you have the right to make a complaint with a data protection authority.

Japan

Subject to applicable law, you have the right to request access to and rectification or erasure of your Personal Information, or the restriction of our use of your information, or to object to such a use. Where you have provided consent for us to process your information, you have the right to withdraw that consent. You can exercise these rights by contacting us as indicated in the “How to Contact Us” section below. In addition, you have the right to make a complaint with a data protection authority.

Saudi Arabia

Subject to applicable law, you have the right to request access to and rectification or erasure of your Personal Information, or the restriction of our use of your information, or to object to such a use. Where you have provided consent for us to process your information, you have the right to withdraw that consent. You have the right to receive, in a structured, commonly used and machine-readable format, the Personal Information about you that you provided to us for the performance of your employment contract, and to transmit this information to a third party organization. You can exercise these rights by contacting us as indicated in the “How to Contact

Us” section below. In addition, you have the right to make a complaint with a data protection authority.

Australia, Singapore

Subject to applicable law, you have the right to request access to and rectification of your Personal Information. Where you have provided consent for us to process your information, you have the right to withdraw that consent. You can exercise these rights by contacting us as indicated in the “How to Contact Us” section below. In addition, you have the right to make a complaint with a data protection authority.

Taiwan

Subject to applicable law, you have the right to request access to and rectification of your Personal Information. You also have the right to object to any and all marketing activities towards you. Where you have provided consent for us to process your information, you have the right to withdraw that consent. You can exercise these rights by contacting us as indicated in the “How to Contact Us” section below. In addition, you have the right to make a complaint with a data protection authority.

India

Subject to applicable law, you have the right to request access to and rectification or erasure of your Personal Information. Where you have provided consent for us to process your information, you have the right to withdraw that consent. You can exercise these rights by contacting us as indicated in the “How to Contact Us” section below. In addition, you have the right to make a complaint with a data protection authority.

Data Transfers

We may transfer your Personal Information to countries other than the country in which the information originally was collected. Those countries may not have the same data protection laws as the country in which you initially provided the information.

If you are located in the EEA, the United Kingdom, or Switzerland, we comply with applicable legal requirements by protecting your Personal Information when it is transferred to countries outside of the EEA, the United Kingdom, or Switzerland that have not been recognized by the European Commission as providing an adequate level of data protection. The steps we take include concluding data transfer agreements incorporating the European Commission’s Standard Contractual Clauses or the United Kingdom’s International Data Transfer Agreement with the relevant data recipient or ensuring that the data recipient has implemented Binding Corporate Rules. You may obtain a copy of these agreements by contacting us as indicated in the “Contact Us” Section below.

Northrop Grumman and its U.S. subsidiaries have certified that they comply with the EU-U.S., UK Extension to the EU-U.S., and Swiss-U.S. Data Privacy Framework Principles as set forth by the U.S. Department of Commerce and the European Commission regarding the collection, use and retention of personal information transferred from the EU, UK, and Switzerland to the United States, respectively. [Click here](#) to view our EU-U.S, UK Extension to the EU – U.S. and Swiss-U.S. Data Privacy Framework Principles Privacy Notices and our participating U.S.

subsidiaries. To learn more about the Data Privacy Framework program, and to view our certification, please visit <https://www.dataprivacyframework.gov/s/>.

Personal Information that is shared with third party processors in Canada is done so under the adequacy decision granted by the European Commission in 2001 declaring that Canada's Personal Information Protection and Electronic Documents Act (the "PIPEDA") provided an adequate level of protection for personal data transferred from the EU to organizations in Canada.

If you are located outside the EEA, the United Kingdom or Switzerland, you acknowledge that we may transfer the information to countries in which the laws may not offer the same level of data protection as the laws of your own country.

How We Protect your Information

We maintain appropriate technical and organizational safeguards designed to protect your Personal Information against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use. We also require our service providers with whom we share your Personal Information (see the "Information We Share" section above) to do the same.

Data Retention

Northrop Grumman may retain your Personal Information only for evaluation for employment in connection with the application process for a period of 12 months from the end of the recruitment process for the job position you applied for. If your application is successful, Northrop Grumman will retain your Personal Information for as long as is necessary in connection with any employment relationship. In some circumstances we may anonymise your personal data so that you are no longer identifiable, in which case we may use such information without further notice to you.

Updates to this Privacy Notice

This Privacy Notice may be updated periodically to reflect changes in our privacy and data protection practices. We will notify you of any changes to this Privacy Notice by indicating at the top of the notice when it was most recently updated.

How to Contact Us

If you have any general questions or comments about this Privacy Notice, please email us at privacy@ngc.com or write to us at:

Northrop Grumman Systems Corporation
Attn: Corporate Communications/Privacy
2980 Fairview Park Drive
Falls Church, VA 22042

If you would like to exercise your data subject rights, please click the link below:
[Global Data Subject Access Form.](#)