

**GULFSTREAM AEROSPACE CORPORATION**  
**Employee<sup>1</sup> Privacy Notice**

1. **Personal Information We Use**
  - 1.1 **Information we collect**
2. **How We Use Your Personal Information and the Basis on Which We Use It**
3. **Contact Us**
4. **Changes to the Policy**

This privacy notice describes how **Gulfstream Aerospace Corporation** and its commonly branded affiliates (**collectively, 'Gulfstream', 'we', 'us'**) collects and processes personal information about you, how we use and protect this information, and your rights in relation to this information in connection with your professional relationship with us. For information about how we handle personal information in other contexts, please review our privacy policy at <https://www.gulfstream.com/legal/privacy-notice>.

**1. PERSONAL INFORMATION WE USE**

This privacy notice applies to all personal information we collect or process about you in relation to your employment. Personal information is information, or a combination of pieces of information, that could identify you; this may include sensitive information.

**1.1. Information we collect**

The categories of information that we collect directly from you are:

- (a) personal details (e.g. name, date of birth, sex, ethnicity, driving license and car registration information);
- (b) contact details (e.g. phone number, email address, postal address, mobile number) about you or your emergency contacts;
- (c) educational details (e.g. educational history, qualifications, certifications, skills);
- (d) employment information (e.g. bank account details, payroll information, tax information, National insurance information, details of grade and job duties, references obtained during recruitment, CV, performance information);
- (e) citizenship or immigration information;

---

<sup>1</sup> This notice applies to past and present employees, past and present consultants, independent contractors and agents, job applicants, temporary employees, and past and present directors and officers, as well as any individual who serves as an emergency contact to a person subject to this policy or who receives benefits from Gulfstream relating to a person subject to this policy. For the avoidance of doubt references to "Employee" and "your employment" in this Notice are for the purpose of this Notice only and nothing in this notice shall constitute an agreement between the Company and any consultant, independent contractor or agent that they are or were an employee or worker of the Company, to the extent permitted by local law.

- (f) absence records including holiday records and self-certification forms;
- (g) training records;
- (h) details of terms of employment and information about any disciplinary investigations and proceedings;
- (i) correspondence you had with us and other information you have given us;
- (j) military experience;
- (k) government security clearance history;
- (l) background check information from employment screening agencies or publicly available registers (as allowed by law), or references obtained during recruitment;
- (m) publicly available professional profiles on websites or social media (e.g. LinkedIn);
- (n) health information or claims information from external service providers such as insurance companies or other companies that help administer our employee benefits;
- (o) information about your performance or conduct from other employees, clients or service providers you work with who may provide feedback about you for performance reviews;
- (p) information regarding political opinions (e.g. GDC PAC membership) and trade union memberships (e.g. résumé/CV content);
- (q) photograph, fingerprint (e.g., company-owned iPhone access) or other biometric identifier for identification purposes;
- (r) physical and mental health records or disability information to provide occupational health support and administer insurance benefits or any reasonable adjustment required to be made to assist you at work; and
- (s) criminal background check information for employee vetting purposes and suitability in employment assessment.

## 2. **HOW WE USE YOUR PERSONAL INFORMATION AND THE BASIS ON WHICH WE USE IT**

We use your personal information to:

- (a) carry out and support human resources administration including recruitment, employee vetting, performance evaluation, promotions, training, payroll administration, pension and insurance, compliance, audit and accounting or other benefit administration, reporting and management;
- (b) conduct investigations and resolve employee disciplinary or grievance issues;
- (c) comply with legal obligations to which we are subject (such as compliance with our health and safety and occupational health obligations) and cooperate with

regulators and law enforcement bodies (for example to make disclosures to tax authorities if required by law);

- (d) deal with your enquiries and requests; and
- (e) identify what, if any, reasonable adjustments can be made due to disabilities or any other special condition.

### 3. **CONTACT US**

If you have any questions or concerns regarding the way in which your personal information has been used, please contact [data.privacy@gulfstream.com](mailto:data.privacy@gulfstream.com).

### 4. **CHANGES TO THE POLICY**

You may request a copy of this privacy notice from us using the contact details set out above. We may modify or update this privacy notice from time to time.

If we change this privacy notice, we will notify you of the changes consistent with the requirements of applicable law.

December 20, 2019.