



Data Privacy Policy

SPONSORING ORGANIZATION: Legal, Ethics & Compliance

INTRODUCTION

Booz Allen operates with integrity, including safeguarding the privacy of Personally Identifiable Information we collect in the normal course of our business from our employees, clients, applicants, vendors, third-party service providers and other business partners.

The purpose of this policy is to set forth requirements for Booz Allen and Booz Allen people when collecting, receiving, using, processing, storing, disclosing and disposing of Personally Identifiable Information.

SCOPE

This policy applies to all employees, officers, directors, independent contractors, subsidiaries, and affiliates of the company (referred to as "Booz Allen people").

POLICY

Booz Allen collects Personally Identifiable Information (which includes Sensitive Personally Identifiable Information, Personally Identifiable Financial Information, and Protected Health Information; see descriptions of each type of information, below) for employment with Booz Allen, to conduct normal business operations as an enterprise or on behalf of clients, and to comply with applicable laws.

We must (i) limit collection of Personally Identifiable Information to only that information we are legally or contractually permitted to collect and is relevant and reasonably necessary to accomplish our intended purposes, (ii) use the information only for purposes consistent with the context and purpose for which it was collected or pursuant to the authorization provided by the individual, and (iii) take reasonable steps designed to ensure that the information we collect is accurate, relevant, complete, and up to date.

Personally Identifiable Information (PII) is data and information that can identify you as an individual, either alone or when combined with other information. Examples are: contact information, date and place of birth, driver's license and photographs.

Sensitive Personally Identifiable Information (SPII) is Personally Identifiable Information which, if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Examples are social security number, passport number, Alien Registration Number, financial account number, citizenship or immigration status, biometrics, medical information, ethnic, religious, sexual orientation, or lifestyle information, and account passwords.

Personally Identifiable Financial Information (PIFI) is Personally Identifiable Information provided by an individual to a financial institution, or information resulting from any transaction or any service with the individual, or information otherwise obtained by the financial institution.

Protected Health Information (PHI) is Personally Identifiable Information that relates to an individual's past, present or future physical or mental health, the provision of health care to the individual or past, present, or future payment of health care to the individual and is either held or transmitted by a "covered entity" or "business associates." Covered entities are (1) health plans, meaning an individual or group plan that provides or pays the cost of medical care; (2) health care clearinghouses, meaning entities that process or facilitate the processing of PHI; and (3) health care providers who electronically transmit PHI. Business associates are entities that perform functions or activities for covered entities that require the use or disclosure of PHI.

Protection of Personally Identifiable Information

Booz Allen provides notice to Booz Allen people and other third parties when we collect Personally Identifiable

Information from them. We also protect the privacy of Personally Identifiable Information, and respect individual rights to request access to, correction of, or disposal of it.

Notice

When Booz Allen collects Personally Identifiable Information from our people and third parties, we provide notice where required or appropriate based on the types of information being collected, how it may be used, whether it will be disclosed to other third parties, and how to contact Booz Allen with privacy inquiries or complaints. Notice is typically provided on our web sites, in agreements with our people, clients, applicants, vendors, third-party service providers and other business partners, and in other appropriate settings. We will also notify individuals or regulators when the security of certain Personally Identifiable Information has been compromised as required by applicable law.

Security & Confidentiality

Booz Allen takes appropriate administrative, technical, and organizational measures to safeguard and secure the Personally Identifiable Information in our control. Booz Allen utilizes a “privacy by design” approach to incorporate technical and organizational measures to effectively protect this information and to incorporate privacy principles throughout the company. Booz Allen will ensure that any transfer of Personally Identifiable Information across country borders is made in accordance with local laws of the countries to and from which the data is being transferred.

Booz Allen people are bound by confidentiality obligations and must collect, receive, use, process, store, and disclose Personally Identifiable Information only when they have a need to know, and access this information in order to carry out their normal business functions for Booz Allen, our clients or other third parties.

Third Party Service Providers

At times, Booz Allen may be required to share Personally Identifiable Information with selected vendors or third party service providers so that they may deliver products and services (e.g., payroll, health benefits) to Booz Allen and our people. When we share Personally Identifiable Information, Booz Allen takes reasonable steps to ensure that vendors and third party service providers:

- Enter into a contract that is binding for the vendors and/or third party service providers with regard to Booz Allen and that features all the requirements of Art. 28 General Data Protection Regulation (GDPR);
- Process the information only as instructed by Booz Allen;
- Not disclose or transfer the information to or allow access by any third party (including affiliates and subcontractors) without Booz Allen’s prior written permission;
- Put in place appropriate security standards to ensure that the information is kept confidential and secure;
 - Inform Booz Allen of any inspection, audit, or inquiry made by any regulator or any request made by an individual with regard to the information under its control;
 - Notify Booz Allen promptly when it reasonably believes that there has been any unauthorized or accidental access, acquisition, loss, disclosure, destruction or damage of the information; and
 - To return or destroy the information upon termination or expiration of the relationship, or upon request.

Retention and Deletion

Booz Allen people must retain and discard Personally Identifiable Information in accordance with Booz Allen’s Corporate Records Management and Legal Holds Policy and Corporate Records Retention Schedule. For questions about whether and how to collect, receive, use, process, store, disclose or destroy Personally Identifiable Information and data in accordance with this policy, please contact Ethics & Compliance.

Individual Rights

Booz Allen people and other individuals may request to review, correct, update, suppress, restrict or delete Personally Identifiable Information, object to the processing of Personally Identifiable Information, or request to receive an electronic copy of the respective Personally Identifiable Information for purposes of transmitting it to another company (to the extent this right to data portability is provided by applicable law) by contacting the Booz Allen Help Desk or Ethics & Compliance. Booz Allen will respond to these requests consistent with applicable law.

Other Responsibilities

Booz Allen people should keep Personally Identifiable Information up to date in Booz Allen systems and inform Booz Allen of any significant changes to this information. If Booz Allen people disclose any of their dependents’

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Personally Identifiable Information to the company, Booz Allen people should inform their dependents that they have done so and ensure that they have the right to provide this information to Booz Allen.

Training

Booz Allen will provide appropriate training to individuals with access to Personally Identifiable Information.

REPORTING CONCERNS

Booz Allen maintains the highest standards of ethical behavior and integrity. Our policies, procedures, trainings, and communications form a robust Ethics & Compliance program, promoting a culture of integrity that shapes all facets of employee conduct.

Anyone can report an ethics concern to our Ethics HelpLine at +1-800-501-8755 (US) or +1-888-475-0009 (International) or [Speakup.bah.com](https://speakup.bah.com). Concerns may be raised anonymously.

We take all allegations of misconduct seriously, investigate them promptly, and strictly prohibit retaliation against any person who raises a good faith ethical or legal concern.