



# Data Privacy Policy

---

## INTRODUCTION

Booz Allen operates with integrity, including safeguarding the privacy of Personally Identifiable Information (PII) 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.

## SUMMARY OF POLICY

Booz Allen's Data Privacy policy covers all of the following content in detail:

- Related policies at the firm that employees should read in connection with this policy
- Scope of who the policy applies to
- Defines the types of personal information, permitted by law, that Booz Allen collects and retains
- Sets forth Booz Allen's commitment to protect the privacy of personal information
- Establishes notice that will be provided when personal information is collected
- Provides special rules for when third party service providers will handle personal information
- Sets forth retention and deletion requirements for personal information
- Outlines individual rights of employees and others to request to review, correct, update, suppress, restrict or delete personal information, and employee responsibilities to keep certain information up to date
- Confirms that people who access personal information will receive training
- Confirms actions that will be taken when violations of the policy have been identified, employee's duty to report violations of the policy, and the firm's zero tolerance for retaliation against employees who raise a good faith legal or ethical concern
- Provides points of contact and additional resources