

# Privacy Notice – Workday at Woodward

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1. **Introduction:** Woodward, Inc. and its subsidiaries and affiliates (the “Company”) are committed to protecting personal data of all persons with whom we interact. The Company has taken both technical and organizational measures to protect personal data. The purpose of this Privacy Notice is to inform you of the processing activities the Company undertakes as it relates to your application and employment with Woodward, as well as your rights and obligations relating to your personal data.

2. **Who is processing my data?** The Company processes certain types of personal data from applicants and members. The Company also contracts with third parties to provide certain services on behalf of the Company with regards to the application process and employment relationship. Specifically, the Company has contracted with Workday Inc., 6110 Stoneridge Mall Road, Pleasanton, California, 94588, USA. Workday has entered into an agreement with Woodward that requires that Workday comply with data privacy regulations and instructions aligned with this privacy notice to ensure the protection of personal data.

In addition to Workday, the Company uses other service providers to help administer aspects of the employment relationships. Such service providers are separately bound to confidentiality and data protection requirements for the respective duties they are contracted to perform.

3. **Who may I contact if I have questions about processing activities?** The Company has a data protection office which can answer questions you have about the processing of your personal data. Please contact the regional critical data protection team:

Woodward Data Protection Team  
1081 Woodward Way  
Fort Collins, CO 80524  
[dataprotection@woodward.com](mailto:dataprotection@woodward.com)

4. **On what basis is my data being collected?**

a. ***Necessary to Fulfill a Contract:*** The Company processes data in order to comply with its obligations under employment contracts with members, as well as for applications as part of the contract initiation process. These processing activities include reviewing application data, checking references or backgrounds (as applicable based on jurisdiction), conducting interviews, and other relevant application processes. This may include processing information relating to the member’s professional background, criminal background, personal attributes, and other types of personal data and sensitive personal data. This basis applies to positions for which you directly apply. The Company will use this information to determine your qualifications for the position for which you applied, as well as contact you to obtain additional information, perform interviews, and other application-related communications.

b. ***Compliance with Legal Obligations:*** The Company is required to collect certain information to comply with government requirements such as taxation purposes, government

reporting requirements, administering legally mandated leaves of absence, financial regulatory compliance required of publicly traded companies, responding to valid government orders requesting information, and other similar types of legal obligations.

c. Consent: By submitting your application, you also provide consent so the Company may review your application materials to determine your eligibility and qualifications for other positions to which you did not directly apply upon explicit notice from a Company representative. If you do not wish to be considered for other positions for which you may be qualified at the Company, inform the Company representative when the Company representative contacts you. If you do consent, you voluntarily consent to the Company processing any and all personal data you submit for consideration of employment for other positions for which you may qualify. You also consent to having an employee or contractor of the Company to use this personal information to contact you to obtain additional information, perform interviews, and other application-related communications.

d. Legitimate Business Interests: The Company also processes personal data on the basis of additional legitimate business interests in the application process. This includes providing certain personal information to government entities as required by local laws, retaining certain personal information as required by local laws, and determining the eligibility of an applicant for a position to which the applicant has applied.

## 5. **What data is the Company Processing?**

a. Form Submissions - Application: The Company uses all information provided through your submissions to determine your eligibility and qualifications for the positions for which you have applied. The Company may also use this information to contact you to obtain more information, perform interviews, or other related purposes.

b. Form Submissions – Employment: The Company uses all information provided through your submissions to determine your eligibility and qualifications for employment, promotions, demotions, compensation, and other employment related purposes. In addition, information provided through form submissions may be used to verify identity, provide responses to inquiries, conduct investigations into allegations of wrongdoing, and other purposes for which you have submitted information. The Company may also use this information to contact you to obtain more information, seek clarification based on the information you have provided, or other purposes related to an employee’s eligibility for, qualification for, or administration of employment and employment related benefits.

c. Employee Personal Data: Personal data and sensitive personal data is used by the Company and applicable third parties to administer the employment relationship. This personal information may include a member’s name, contact information, employment history, financial information, family information, beneficiary information, beneficiary contact information, health information, and other information necessary to administer the employment relationship and other related benefits that impact the member and the member’s family, relatives, partners, or beneficiaries.

d. Sensitive Personal Data: Sensitive personal data may also be processed to administer the employment relationship, including but not limited to health information (e.g., employee

benefit plans), sexual orientation (e.g., on a voluntary basis in regions where permitted by law), race (e.g., in limited regions where required by law), ethnic origin (e.g., in limited regions where required by law), religious or philosophical beliefs (e.g., in limited regions where required by law), and biometric data (e.g., time and attendance purposes). The Company has implemented organizational and technical measures to protect member personal data.

e. *Children*: The Site is not intended for applicants under the age of majority except as provided by local laws. We do not knowingly solicit or collect personal information from or about children under the age of majority except through approved programs and application processes such as apprenticeships, high school co-op programs, high school and college internships, and other similar programs. The Company encourages the parents or guardians of children to be actively engaged in a child's online activities. If you believe that the Company has collected personal information from someone who is under the applicable age of consent in your country without the proper consent, please contact the Company as listed above in Section 3 of the Privacy Policy.

#### 6. **Are you sharing my personal data?**

a. *Internal Recipients*: Certain departments within the Company receive and process personal data relating to your application and employment. Personal data is shared with the Company members on a "need to know" basis, particularly when the member's job is related to administering certain aspects of the application process or employment relationship. For example, Talent Acquisition or Human Resources personnel may have access to applicant or member data for employment qualifications, skills and abilities, departments, locations, or divisions for which the HR member is responsible as part of their specific job duties. The Company employs rule-based permissions, encryption, policies, and procedures to ensure the safety of member data.

b. *External Recipients*: The Company may also transfer certain data to third parties (i.e., Workday) that are contracted by the Company to perform certain application or employment-related administrative responsibilities. The Company does not share, sell, or lease personal data about you to third-party processing for their marketing use. In addition, the Company may transfer personal data to third-party processors on a need-to-know basis when legally required, necessary to fulfill the Company's obligations as part of the employment relationship, or to fulfill business obligations further to your employment. The following list of provides examples of information that may be shared to third-party processors:

- i. Applicant processing;
- ii. New hire processing;
- iii. Time and attendance processing and administration;
- iv. Payroll processing and administration;
- v. Health and welfare benefits processing and administration;
- vi. Tax authorities;
- vii. Travel and expense processing and administration;
- viii. Insurance and security providers;
- ix. Retirement processing and administration;

- x. Professional training and leadership development administration;
- xi. Governmental bodies, regulators, and labor authorities; and
- xii. Customers, vendors, and suppliers.

c. **Other Unique Circumstances:** It is also possible in rare circumstances that your information may be shared in connection with, or during negotiations of, any merger, sale of company assets, consolidation or restructuring, financing, or acquisition of all or a portion of our business by or to another company. We may also share your information to a competent authority if we believe disclosure is in accordance with, or is otherwise required by, any applicable law, regulation, or legal process. This may include law enforcement officials, government authority, or other third parties as may be deemed necessary to comply with legal processes or meet national security requirements. Your information may also be shared in the event of litigation to defend the rights, property, or safety of the Company, its business partners, you, or others.

d. **Non-Personal Data:** Information may be shared when it has been aggregated, anonymized, and or de-identified so that it cannot reasonably be used to identify you.

7. **Will my data be transferred to different countries?** The Company is a global organization headquartered in the United States of America with offices in many countries throughout the world. As a result, the Company may transfer your personal data to the Company in the United States of America, to any Company subsidiary worldwide, or to third parties and business partners as we have described in this Privacy Policy. The Company has taken steps to provide adequate organizational and technical safeguards to protect your personal data, including entering into appropriate agreements with Company entities and external organizations.

8. **What if I click on a link to another website that isn't administered by the Company?** This Site may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content, security, or privacy practices employed by other sites.

9. **How long will my data be stored?** Your personal data will be stored as permitted or determined by local laws.

10. **What are my rights with regard to my personal data?** You have a right to request information regarding the processing of your personal data. This may include requests to correct the data, erase your data, or update your data. If you would like to submit an inquiry relating to your personal data and your rights relating thereto, please contact the data protection team at the address listed above, or email the data protection team at [dataprotection@woodward.com](mailto:dataprotection@woodward.com).

11. **What can I do if I have concerns about the processing of my personal data?** If you have concerns about the processing activities performed by the Company, you may contact the local Data Protection Office or the local Supervisory Authority applicable to your country.

1. **What happens if I refuse to provide my personal data?** If you refuse to consent to this privacy policy, you should immediately stop using this Site. If you refuse to provide the information necessary for the Company to properly review your application materials, you may be denied consideration for employment, or rejected from employment for failure to provide the requisite information. If a member refuses to provide personal data that is critical to the administration of the employment relationship or that is required under regulatory requirements, the member may be receive notice that without that information the employment relationship may be terminated. This is particularly true where the withholding of the personal data may result in violations of legal and regulatory requirements.

12. **Does the Company use automated decision-making that may impact my legal rights?** The Company uses limited automated operations in processing personal data that does not involve human intervention. The Company uses a hybrid system that uses technology to assist in identifying potential candidates. That automated portion of the process is performed under the supervision and review of designated human resource personnel.

13. **What websites does this notice apply to?** This notice applies to the use of the Workday system.

14. **Where can I find changes to this notice?** We may update this Privacy Notice from time to time. When the Company materially updates this Privacy Notice, it will take steps to ensure adequate notice is provided to applicants and members. Information you provide will be governed by the Privacy Notice in effect at the time you submit the information.