

# Data Privacy Policy for Employees and Employee Candidates

This Data Privacy Policy for Employees and Employee Candidates is effective as of January 21, 2015.

## DATA PRIVACY POLICY OVERVIEW

This Data Privacy Policy for Under Armour Employees and Employee Candidates explains how Under Armour, Inc. (“Under Armour”, the “Company” or “we”) handles Personal Information received from employees and employee candidates outside the European Union. Employees and employee candidates residing within the European Union should refer to the [Data Privacy Policy for Employees and Employee Candidates in the European Union](#).

**Personal Information** is any information about an identified or identifiable natural person regardless of whether the information is held in paper, electronic, or any other format.

**Employee Personal Information** is Personal Information that is processed and maintained by Under Armour relating to an individual’s current, prospective, or past working relationship with Under Armour.

Employees and employee candidates consent to Under Armour’s collection and use of Employee Personal Information for the purposes outlined within this policy. Specific information on privacy expectations and rights of current employees can be found within the Team Member Handbook.

## GENERAL POLICY

### WHAT TYPES OF INFORMATION DO WE COLLECT?

#### **Candidates for Employment with Under Armour (“Employee Candidates”)**

This Data Privacy Policy applies to Employee Candidate who resides outside of the European Union and who submits Personal Information on the <http://www.underarmour.jobs/> website. When searching or applying for a job at Under Armour you will be asked to register. At registration, the following Personal Information may be collected: first and last name, email address, phone number, location, city, state, country, postal code, highest level of education, current job title, and current employer.

We may use third-party providers to administer our online application system. We require these third parties by contract to protect your Personal Information and only use it for the purpose of fulfilling services to Under Armour. Some of these providers offer you the option to sign up for an account with them directly for job search and related services that are not related to Under Armour. If you sign up for such an account, your relationship with that provider and the information that you provide to them will be subject to that third party’s privacy policy and terms of service rather than Under Armour’s.

#### **Employees**

As part of your employment Under Armour collects Employee Personal Information, including but not limited to:

- Identification Data (e.g., name, personal mailing address, personal phone number, personal e-mail address, date of birth, national insurance number, photograph, marital/dependent status and emergency contact information).
- Information Concerning Employment (e.g., salary, work and compensation history, planned salary, earnings, career development, paid time off, salary grade, performance information including performance appraisal, internal communications regarding performance and attendance records, decisions to offer employment, curriculum vitae, résumés, applications, employment references and background verification information).
- Financial Information (e.g., bank account numbers, tax-related information, and salary related information).
- Sensitive Personal Information (e.g., information that may reveal race or ethnic origin for regulatory compliance and employment equality purposes, religious or philosophical beliefs, trade union membership, or that concerns health).
- Other Personal Information necessary for Under Armour's business purposes that may be voluntarily disclosed by individuals to the Company during employment with the Company.

#### **HOW DO WE COLLECT INFORMATION?**

We may collect or access Employee Personal Information in a number of ways, including:

- Directly from the employee or employee candidate (whether in writing or verbally).
- Generated by Under Armour in conversations, correspondence, appraisals, etc.
- Received by third parties so that such third parties may administer the employment application process, benefits, payroll or provide other services for employment purposes on behalf of the Company.
- Through the use of Under Armour offices, computer and telephone equipment, including mobile phone, smart phones and tablet devices, and software, including electronic messaging, e-mail and internet applications.

#### **HOW DO WE USE YOUR PERSONAL AND EMPLOYEE PERSONAL INFORMATION?**

We only collect and use Employee Personal Information that is relevant to the employment application process and to an employee's ongoing employment with Under Armour. This may include collecting and using personal and Employee Personal Information for the following purposes:

- Personnel Management: including but not limited to the normal business practices related to the establishment, maintenance and termination of employment relationships. For example, the Employee's application for employment, hiring, his or her role and function in the Company, employee management and administration generally (including both during and after employment), employment verification, administering benefits, administering personal short or long term compensation programs, conducting disciplinary proceedings, addressing labor

relations issues and processing health insurance claims, and communicating with Employee Candidates and Employees.

- *Operations Management*: including but not limited to establishment, performance and management of business activities of the Company. For example, maintaining and monitoring usage of internal networks and information technology systems.
- *Security Management*: including but not limited to ensuring the security of Under Armour's premises and information held by the Company as well as the safety of Under Armour Employees.
- *Legal and Regulatory Compliance*: including but not limited to obtaining and releasing Employee Personal Information as required by law (e.g., tax, health and safety, anti-discrimination laws) or judicial authorization and to maintain records that can include Personal Information, such as government identifiers, information relating to sickness, maternity or parental leave, pension and retirement.

There are situations where we may need to process your Personal Information for non-employment purposes. In those cases where the Employee Personal Information is considered to be particularly sensitive under local law, we will generally obtain your consent prior to processing the information. However, there may be times when the processing of your Employee Personal Information is required and explicit consent may not be obtained (e.g., the processing is necessary for administering justice or for exercising statutory, governmental or public functions, processing is necessary for the establishment of legal claims or defenses, or in the vital interest of the Employee, etc.).

#### **WHERE DO WE PROCESS YOUR INFORMATION?**

Employee Personal Information is transferred to the United States and processed globally. If you are a candidate for employment or an employee from outside the United States with laws governing data collection and use, please note that you are consenting to the transfer of your information to the United States.

#### **WHO DO WE SHARE YOUR INFORMATION WITH?**

We may disclose Employee Personal Information to Company affiliates and subsidiaries when they need to process the information for legitimate business or business operational efficiency purposes. In those cases, the information will be protected in accordance with this policy. Note that we will take reasonable steps to prevent or stop the processing of Employee Personal Information from an agent or contractor if we discover that their data privacy policies or practices are contrary to this policy.

In addition, there may be situations where we are required to share the information (e.g., required by the law or the legal process, to protect Under Armour or employee interests, an emergency health or safety situation, or where Under Armour has a contractual obligation).

#### **HOW CAN YOU ACCESS AND UPDATE YOUR EMPLOYEE PERSONAL INFORMATION?**

We will employ reasonable means to keep Employee Personal Information accurate, complete, up-to-date and reliable for the intended use.

We retain Employee Personal Information during and after the individual's employment for the duration of time required or permitted by law. For Employee Candidates who are not selected for employment, we retain information during the candidate review process and for the appropriate time period following conclusion of that process as required or permitted by law.

With limited exceptions, you are permitted to review and, where inaccurate, correct Employee Personal Information. We will amend the Employee Personal Information or, where we consider the information to be accurate, we will include the alternative text that you believe to be appropriate alongside the original information in the file.

If it is determined that Employee Personal Information needs to be updated or corrected, we will use reasonable efforts to inform relevant third parties that were provided with inaccurate information.

We may not give you the ability to review your Employee Personal Information where the burden or expense of doing so is disproportionate to the benefit of your ability to review your Employee Personal Information. Where we do not provide you with the ability to review your Employee Personal Information, we will give specific reasons for refusing to do so and provide a contact point for further inquiries.

#### **HOW DO WE PROTECT YOUR DATA?**

We use Secure Sockets Layer (SSL), the industry-standard encryption technology for internet transmission of your Employee Personal Information. When the letters "http" in the URL change to "https," the "s" indicates you are in a secure area employing SSL; also, your browser may give a pop-up message stating that you are about to enter or leave a secure area. Using a browser that is SSL capable will ensure that your information is encoded/encrypted when it is sent over the Internet.

Unfortunately, no data transmission over the Internet and no data storage can be 100% secure. Consequently, while we endeavor to safeguard your Personal Information against unauthorized access and disclosure, we do not warrant or guarantee the security of any Personal Information you transmit to us or that is transmitted through our systems. In the event we become aware of a security breach involving your Personal Information stored by or for us, we will notify you as required by applicable law.

#### **HOW DO WE ADDRESS YOUR DATA PRIVACY CONCERNS?**

We maintain a program to assist with compliance with this Policy. The Under Armour Human Resources Department is responsible for implementing and overseeing the administration of this Policy. All Under Armour employees whose responsibilities include the collection, use, and processing of Employee Personal Information are required to adhere to this Policy and any implementing policies. Failure to do so is deemed a serious offense, for which disciplinary action may be taken, potentially resulting in termination of employment. Equally, the misuse of Employee Personal Information by an individual or organization acting as agent or service provider to Under Armour is deemed a serious issue for which action may be taken, potentially resulting in the termination of an agreement.

We will assist employees and employee candidates in protecting their privacy and will provide you with opportunities to raise concerns about the processing of your Employee Personal Information. Employees that have concerns about the collection, use, storage, etc. of their Employee Personal Information should notify their local Human Resources Department or you may call the Under Armour Alertline. Any submitted complaints will be resolved in accordance with Under Armour's formal complaints procedures.