

**NATIONAL GRID'S EMPLOYMENT APPLICATION  
PRIVACY POLICY and NOTICE OF PRIVACY PRACTICES**

National Grid and its affiliates in the United States ("we" or "us") are committed to protecting and preserving your privacy. By using our employment application website for positions available in the United States ("Site") you agree that you have read and understand these practices and that you accept the practices and uses or disclosures of information about you that are described in this Privacy Policy and Notices of Privacy Practices ("Privacy Policy").

This Policy sets out the basis on which the personal data we collect from you in the online application process for positions in the United States will be processed by us. This Privacy Policy only addresses the use and disclosure of information collected by us through your interaction with the Site and through other interactions with us relating to your application. If you are interested in applying to any positions outside the United States, you must go to the website of our affiliate companies outside the United States.

In conducting the online application process, we collect personal information about you, your skills, education, and experience, as well as identifying information such as your name, address, and telephone number. Your decision to enter the application process by supplying personally identifiable information about yourself indicates you authorize us to collect, process, transmit, share, store, and use your personal information for the National Grid application process, and you understand and agree to the following:

By using this Site, you consent to the use of information that you provide us in accordance with this Privacy Policy. We do update this Privacy Policy from time to time so please review this Privacy Policy regularly. Your continued use of the Site will be deemed your agreement that your information may be used in accordance with the new policy. If you do not agree with the changes, then you should stop using the Site and you should notify us that you do not want your information used in accordance with the changes.

By submitting information to us, you agree to submit complete and accurate information. You are aware that providing false and/or misleading information during the application process will lead to your rejection or termination.

You acknowledge that we are under no obligation to employ you for any vacancy you have applied for. Your possible employment with us is always subject to a separate agreement between you and National Grid.

In order to conduct the recruitment process through our Site, we collect certain information from users. Please do not provide any sensitive personal information or health information through the Site. If you should do so inadvertently, we will use and disclose that information in the same manner as any other information you provide to us.

However, during the selection process, if we elect to offer you a position, we will then collect and use personal information from you, including but not limited to, Social Security number. We will protect the confidentiality of your Social Security number in accordance with this Policy.

**Information We Collect**

In addition to the personally identifiable information we collect from you to complete the employment application on our Site, we also collect information pertaining to the operation of our Site. We may collect and process the following data about you:

- i. Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data, including your IP address, the date and time you accessed or left the Site and which pages you viewed. Some parts of our Site use cookies and other

- technologies to collect this information about your general internet usage. See section below "How We Use Cookies" to learn more.
- ii. Information that you provide directly to us by filling in other forms on our Site.
  - i. Information provided to us when you communicate with us for any reason.

### **How We Use Cookies**

A "cookie" is a piece of text which asks permission to be placed on your computer's hard drive. Once you agree, this cookie file is stored on the hard drive of your computer. They help us and our affiliates to improve our Site. They ensure that the content from our Site is presented in the most effective manner for you and your computer.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our Site.

The third parties who provide links on our Site may also use cookies, over which we have no control.

### **Use of Your Information**

The information that we collect and store relating to you is primarily used to enable us to recruit new employees, and to ensure that the Site's application process works optimally for you. In addition, we may use the information for the following purposes:

- i. To provide third parties with statistical information about the users of our website;
- ii. To monitor and conduct an analysis of our Site traffic and usage patterns;
- iii. To analyze trends.

### **Security**

To ensure that your information is secure, we have put in place commercially suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect on our Site. When storing your information, we use an encryption method to protect your text, images, audio, and other file types from unwanted disclosures.

Nonetheless, the transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically on our Site, and transmission of such data is therefore entirely at your own risk.

### **Disclosing Your Information**

Where applicable, we may disclose your personal information to any individuals who are involved in the hiring process and who have a legitimate need to access and process your information. We may disclose your personal information to affiliated business entities or third parties who are necessary to assist in the application process and who provide employment verification services, such as background checking organizations. This includes, where applicable, our subsidiaries, our holding company and its other subsidiaries (if any), as well as third parties involved in the administration and operation of our employment application processes.

We may also disclose your personal information to third parties:

- i. Where we sell any or all of our business and/or our assets to a third party.
- ii. Where we are legally required to disclose your information.
- iii. When we are contractually obligated to disclose it.

### **Third Party Website and Interaction**

By accessing other third party websites or applications through our Site, you are consenting to the terms and privacy policies of those websites. We do not accept any responsibility or liability for their policies whatsoever, as we have no control over them.

### **International Transfer of Data**

We may transfer your information outside of the United States., including to countries that may not provide the same level of protection in processing your information. By submitting any personal information or by using the Site and without limitation to any other rights or obligations we have, you consent to such transfer to, and processing in, other countries,

### **Users Only of Minimum Age for Employment**

Our Site is designed and intended for those who have reached the minimum age for employment in the U.S. By using our Site, you affirm that you are of minimum age for employment within the U.S. We are not liable for any damages that may result from a user's misrepresentation of age.

No one under age 13 is authorized to submit any information, including personally identifying information, on our Site. Under no circumstances may anyone under age 13 use our Site. Parents or legal guardians of children under 13 cannot agree to these terms on their behalf.

### **Access To Information**

If you believe any information we are holding about you is incorrect or incomplete, or have any complaints about our Site, please inform us as soon as possible at the address below.

### **Contacting Us**

We welcome any queries, comments or requests you may have regarding this Privacy Policy and Notice of Privacy Practices. Please do not hesitate to contact us at:

National Grid USA  
40 Sylvan Road  
Waltham, MA 02451  
Attn: Talent Acquisition