

# STATE REGULATION NOTICE

## NEW YORK NOTICE OF MONITORING

This notice is provided pursuant to NY State Senate Bill S2628, an amendment to the New York Civil Rights Law.

At any times and by any lawful means, Booz Allen Hamilton Inc. (the "Firm") may monitor any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage, of or through any information technology resources, belonging to, or subscribed-to by, the Firm (collectively, "IT Resources"). The Firm may conduct such monitoring by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems.

The IT Resources and any data and communications transmitted through, or stored on, the IT Resources are the property of the Firm. Users should have no expectation of privacy vis-à-vis the Firm when using the IT Resources, whether for business or non-business reasons.

The Firm will, in its discretion, (a) access and inspect any data, files, or communication stored on the IT Resources, including, but not limited to, documents, emails, voicemails, and instant messages; (b) intercept communications transmitted through the IT Resources and review their content, including auto forwarding emails; (c) capture keystrokes when users use IT Resources, including capturing the content of communications as users type them; (d) take sequential screenshots of the screen of a Firm device, thereby capturing the content of any information accessed, viewed, or created on a Firm device; (e) monitor all activity on its IT Resources, including files accessed, web searches conducted, webpages visited, and media viewed; (f) capture logging information when you connect remotely to the IT resources, including IP address, and (g) conduct video surveillance in common areas and equipment areas.

Users should be aware that even when a communication or data on the IT Resources is encrypted, deleted, or erased, it may still be possible to recreate it. Also, the Firm will monitor use of the IT Resources as described above when a user accesses the IT Resources from a personal device. The Firm may disclose all communications and data stored on, or transmitted through, the IT Resources to law enforcement, or other third parties, in its discretion or as required by law. Users may not use the IT Resources for communications with a personal attorney.

The Firm may use any personal information collected through the monitoring described above to maintain the safety and security of its facilities and the IT Resources, conduct investigations, provide training, monitor, and enforce compliance with Firm policies, and manage and improve the performance of its IT Resources.