

# PRIVACY NOTICE

## 1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

The Company is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with data protection legislation, including the General Data Protection Regulation (GDPR) and legislation adopted to implement GDPR, as may be amended from time to time.

It applies to all employees, workers, contractors, volunteers and interns.

The Company is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees, workers, contractors, volunteers and interns. This notice does not form part of any contract of employment or other contract to provide services.

We may update this notice at any time.

It is important that you read this notice, together with any other data protection and/or privacy policies or privacy notices we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

## 2. THE KIND OF INFORMATION WE HOLD ABOUT YOU

**We will collect, store, and use the following categories of personal information about you:**

### General Employee Data

- full name;
- title;
- gender;
- date of birth;
- photograph;
- marital status and dependants;
- function;
- contact information;
- residential address;
- social security details (where permissible by law);
- national insurance number;
- copy driving licence
- tax reference number;
- information on absence from work and leave;
- health conditions;

- body measurements (for PPE);
- working time;
- date of hire;
- notice period;
- nationality;
- national ID number (where required, and where permissible by law);
- evidence of right to work or passport data; and
- next of kin and emergency contact information.

#### Compensation

- bank details;
- salary details;
- salary plan;
- salary payment frequency;
- salary currency;
- grade;
- job bonus (field work);
- annual incentive details; and
- long term incentive details.

#### Position Data

- position;
- job profile;
- business title;
- department;
- level;
- employing company;
- reporting structure; and
- location and region of responsibility.

#### Education Data

- CV;
- qualifications;
- language abilities;
- areas of expertise;
- training history;
- professional memberships; and
- honours and awards.

#### Career History Data

- grievance and / or disciplinary records;
- work experience;
- length of time in role(s) and business(es);
- project and industry experience;
- assignments undertaken/ worked on; and
- performance reviews.

### Mobility information

- geographic mobility;
- assignment type;
- preferences regarding mobility; and
- restrictions regarding mobility.

### Internal Investigation

- data in emails or other documents which may be relevant to an internal investigation;
- information about your use of Company information and communications systems; and
- swipe card records and other data obtained through electronic means (i.e., CCTV footage).

### **We may also collect, store and use the following “special categories” of more sensitive personal information:**

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership.
- Information about your health, including any medical condition, health and sickness records.
- Genetic information and biometric data.
- Information about criminal convictions and offences.

## **3. HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about employees, workers, contractors, volunteers and interns through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

We may, where necessary, collect additional personal information in the course of job-related activities throughout the period of you working for us.

## **4. HOW WE WILL USE INFORMATION ABOUT YOU**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else’s interests).
- Where it is needed in the public interest or for official purposes.

## **Situations in which we will use your personal information**

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the country you are employed to work in.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions (or equivalent).
- Providing benefits to you such as pension, medical, death in service benefit and/or fuel card (as applicable).
- Liaising with your pension provider (as applicable).
- Administering the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our Company policies and procedures.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunity monitoring.

## **If you fail to provide personal information**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

## **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the

original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

## **5. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

We typically do not collect sensitive personal information and ask that you do not send the Company information regarding your political opinions, religion or other beliefs, biometrics or genetic characteristics. In the limited situations where we collect and process personal information regarding your health, racial or ethnic origin, criminal background and/or trade union membership and any other sensitive data categorised as special data under GDPR, we do so for the legitimate interests of the business, in accordance with our Data Protection Policy, to carry out our legal obligations or exercise specific rights in the field of employment law. In all cases, we undertake to satisfy the legal and regulatory requirements to which we are subject.

## **6. INFORMATION ABOUT CRIMINAL CONVICTIONS**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Data Protection Policy.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences to determine whether to continue the employment relationship and to ensure the legitimate interests of the Company, its other employees and customers are appropriately managed.

## **7. AUTOMATED DECISION-MAKING**

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

## **8. DATA SHARING**

We may have to share your data with third parties, including (but not limited to) third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the European Economic Area (“EEA”). If we do, you can expect a similar degree of protection in respect of your personal information.

### **Why might you share my personal information with third parties?**

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

### **Which third-party service providers process my personal information?**

Please contact your local HR Manager or make a request at [dataprotection@superiorenergy.com](mailto:dataprotection@superiorenergy.com) for details of all third party service providers who process your personal information. As an example, the Company may use a third party payroll provider.

### **How secure is my information with third-party service providers and other entities in our group?**

All our third-party service providers and other entities in the Superior group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **When might you share my personal information with third parties and other entities in the Superior group?**

We may share your personal information with third parties and other entities in the Superior group for the purpose of human resources and employment law support, payroll, pension administration, benefits provision and administration and/or IT services and compliance investigations.

### **Transferring information outside the EEA**

We may transfer the personal information we collect about you to countries outside the EEA, including the United States of America, in order to perform our contract with you.

In addition to any adequacy decision taken by the European Commission in respect of that country or countries where your data is transferred, and to ensure that your personal information does receive an adequate level of protection, the Company has put in place an Inter-Group Data Transfer Agreement containing standard contractual clauses approved by the European Commission as providing an adequate level of data protection where data is transferred outside of the EEA for legitimate purposes within the Superior group.

We ensure that your personal information is treated by any third parties outside the EEA in a way that is consistent with and which respects the GDPR. We have a contract in place with each service provider to govern our requirements and enforce the appropriate limitations and security measures.

## **9. DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected or actual breach where we are legally required to do so.

## 10. DATA RETENTION

### How long will you use/hold my information for?

We will retain your personal information for as long as it is needed or permitted in light of the purpose(s) for which it was collected. Examples of the criteria used by the Company to determine how long your information is held include consideration of legal, accounting, or reporting requirements such as applicable statutes of limitation, regulatory investigations and/or litigation.

## 11. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** commonly known as a “data subject access request”. This enables you to receive a copy of the personal information we hold about you.
- **Request correction.** This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure.** This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
- **Object to processing.** Where we are relying on a legitimate interest (or those of a third party) and there is something which makes you want to object to processing on this ground.
- **Request the restriction of processing.** This allows you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer of your personal information to another party when the information is stored and processed automatically.**

If you want to exercise any of the above rights, please contact the Data Protection Task Force at [dataprotection@superiorenergy.com](mailto:dataprotection@superiorenergy.com) in writing or access the requests form on the Company intranet.

### No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### 12. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact the Data Protection Task Force at [dataprotection@superiorenergy.com](mailto:dataprotection@superiorenergy.com)

### 13. DATA PROTECTION OFFICER/COMPLIANCE MANAGER

We have appointed representatives from Superior's Legal/Compliance, HR and IT departments to a Data Protection Taskforce to oversee compliance with this Privacy Notice.

If you have any questions about this Privacy Notice or how we handle your personal information, please contact the Data Protection Task Force at [dataprotection@superiorenergy.com](mailto:dataprotection@superiorenergy.com)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

### 14. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

## ACKNOWLEDGEMENT

<p>I, _____ (name), acknowledge that on _____ 2018, I received a copy of Superior's Privacy Notice for employees, workers and contractors and that I have read and understood it.</p> <p><b>Signature:</b> .....</p> <p><b>Print Name and position:</b> _____</p>
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We greatly appreciate your assistance with this important compliance matter.