

## DATA SUBJECT REQUEST(S) FORM

Prior to submitting this form, I confirm that I have read and understood Superior Energy Services' Data Protection Commitment Statement, Policy and Privacy Notices which are located at <https://superiorenergy.com/about/corporate-governance/data-protection/>

<b>NAME:</b>	<b>STATUS:</b> <small>(Please state your relationship with the company. i.e., current or former employee, customer, supplier?)</small>
<b>IDENTIFICATION DOCUMENT:</b>  <small>(Please attached a copy)</small>	<b>NATIONALITY:</b>
<b>Signature:</b>	<b>DATE:</b>

Please tick the box according to which type of request(s) you are making:

- |  |                          |                               |                          |
|--|--------------------------|-------------------------------|--------------------------|
| ACCESS TO PERSONAL DATA                            | <input type="checkbox"/> | CORRECTION OF PERSONAL DATA   | <input type="checkbox"/> |
| ERASURE OF PERSONAL DATA                           | <input type="checkbox"/> | OBJECT TO PROCESSING          | <input type="checkbox"/> |
| RESTRICTION ON PROCESSING                          | <input type="checkbox"/> | REQUESTS FOR DATA PORTABILITY | <input type="checkbox"/> |
| OPT OUT OF SALE OR SHARING                         | <input type="checkbox"/> | WITHDRAW CONSENT              | <input type="checkbox"/> |
| LIMIT PROCESSING OF SENSITIVE PERSONAL INFORMATION |                          |                               | <input type="checkbox"/> |
| OPT OUT OF AUTOMATED DECISION-MAKING               |                          |                               | <input type="checkbox"/> |

Please provide a detailed description of your request(s), including the type of personal data involved and any further information that might assist us in assessing your request(s). Further information might include detailing your reason(s) for making the request(s) and/or the potential implications for you if a request is not satisfied.

**Notes:**

- a) *You are entitled access to your own personal information, not anybody else's.*
- b) *We do not have to comply with a request if it would mean disclosing the personal data of a third party, unless that third party consents to the disclosure.*
- c) *You can expect our response to be in electronic format, unless you specify otherwise.*
- d) *We will act on your request without undue delay and, at the latest, respond within one month of receipt. The time limit is calculated from the day after we receive your request (whether the day after is a working day or not) until the corresponding calendar date in the next month. Where your request is complex and/or a number of different requests are received from you, we may delay our response by up to a further two months provided we explain our reasons for the delay and continue to keep you well informed.*
- e) *If following your initial request you provide us with additional information, the period for responding to the request begins when we receive the additional information.*
- f) *The request relates to the personal data held at the time your request was received.*
- g) *The right to erasure does not apply if processing is necessary for: (i) the establishment, exercise or defence of a legal claim(s); (ii) to comply with a legal obligation; (iii) to exercise the right of freedom of expression and information; and/or (iv) for performing a task in the public interest (including archiving, scientific, historical or statistical purposes) or in exercise of official authority (as may be applicable);*
- h) *We can refuse to stop processing your personal data if we can demonstrate that we have compelling legitimate grounds to process it which override your interests, rights and freedoms or if the processing is for the establishment, exercise or defence of a legal claim(s)*
- i) *Restrictions on processing will be temporary in nature. Restrictions can be lifted once a decision is made on the objection to processing and/or the in-accuracy of certain personal data. We will first inform you and provide our justifications for lifting the restriction.*
- j) *We can refuse to act on a request that is manifestly unfounded or excessive, however we will inform you of our reasons for refusal. You have a right to make a complaint to the supervising authority and may seek to enforce your rights through a judicial remedy.*
- k) *We may charge a reasonable fee for the administrative costs of complying with a request for access if it is clearly unfounded or excessive or if further copies of your personal data are required following satisfaction of your initial request. Alternatively, we may refuse to comply with the request as discussed above.*

Please contact the Cyber Security and Data Protection Council with any privacy rights requests or questions about this Data Subject Request(s) Form at [dataprotection@superiorenergy.com](mailto:dataprotection@superiorenergy.com)