

# PERSONAL DATA PROTECTION STANDARD



## PURPOSE

We recognize that PGS ASA and its subsidiaries (“PGS”) will from time-to-time process Personal Data in furtherance of its business. The purpose of this Standard is to protect the privacy of Data Subjects to which the Personal Data relates, to respect the rights of the Data Subjects, and otherwise to comply with all applicable data privacy and personal data protection laws, including the GDPR.

This Standard is mandated by the Legal & Compliance Policy. We shall:

## REQUIREMENTS

- Only Process Personal Data if a legal basis exists
- Ensure that Processing of Personal Data are done fairly, transparently, and with a purpose limitation.
- Ensure that Processing is adequate, relevant and limited to what is necessary in relation to the purpose for which it was collected, and that Personal Data is kept accurate and up-to-date
- Apply confidentiality and security restrictions by using appropriate technical or organizational measures to protect against unauthorized access, unlawful use, accidental loss, alteration, unauthorized disclosure or access, destruction or damage
- Dispose Personal Data when PGS no longer has a legitimate reason for keeping it
- Ensure that transfers of Personal Data across borders within PGS comply with the Laws and the PGS *Personal Data Manual and Binding Corporate Rules* available on [www.pgs.com](http://www.pgs.com) (“Rules”)
- Not transfer Personal Data from the European Economic Area (the “EEA”) to a controller or processor located outside of EEA without a legal basis
- Respect the rights of the Data Subjects
- Ensure that Personal Data is accurate and, where necessary, kept up to date

## PROCEDURES

Our Rules further detail PGS’ requirements to comply with the Laws and PGS policy.

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## DEFINITIONS

**Data Subject** means an identified or identifiable natural person.

**Laws** mean the GDPR and the Norwegian Personal Data Act 2018, as well as any other data protection laws applicable to PGS.

**GDPR** means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (the “GDPR”).

**Personal Data** means any information relating to a Data Subject by reference to an identifier, such as name, address, telephone number, identification number, location data, IP addresses, email addresses, date of birth, online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Personal Data includes all types of information that are directly or indirectly (used in conjunction with other data) referable to the Data Subject.

**Processing** means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.