



Norwegian Oil and Gas Association

Collabor8
Footprint
Privacy Policy

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1 Introduction

This document describes our handling of personal data, within the Collabor8 Footprint (hereafter called Footprint) service for you as a User of the service. Privacy principles common to all Collabor8 services, which therefore also applies to this service, are described in the *Collabor8 - General Privacy Policy* available at www.collabor8.no/privacy-terms.

2 Which personal data do we collect?

Account information

As a User of Footprint, you will have a Footprint user account containing following information about you:

- Name
- Organisation (employer)
- Email
- Mobile number
- Account status

Data collected when you use Footprint

Footprint is an information sharing solution where integrity is important. The system will store certain user activity information, such as by whom and when data and objects (documents, folders etc) were created, updated, moved, deleted, downloaded and distributed.

Group and role membership information

Administrative users in your organization will manage your access to the service. Such assignments and changes to your roles and access groups are stored. This is due to strict requirements that the service shall support transparency about who can access what, including history.

Data you provide us directly

When you communicate with us, contact our customer support teams or respond to a survey, you will provide information to us.

3 How do we process your personal data?

The personal data collected as described in previous section is processed as follows:

To provide you support and guidance, including to:

- Providing you efficient NOROG Service support via service desks
- Help diagnose problems reported by you to the service desk
- Inform you about possible compatibility issues with the browser you use
- Improve your web experience
- Sending you important information, e.g. in case of service unavailability

Manage security in NOROG Services by

- Verifying your identity part of the log-in process
- Monitor your log-in activities and account modifications to help you detect and prevent fraud and abuse of the NOROG Services.

Service improvement

- Aggregation to analyse and improve the performance of the service, but where data is then anonymized.

For our and User organisation's legitimate interests, including to:

- Be in compliance with requirements between NOROG and your company as available on www.collabor8.no/terms-of-services.
- Legislative requirements stated by Norwegian Authorities, where as part of this it is essential to have audit trails on which user uploaded or modified data and documents on behalf of his/her employer.

4 Do we share your personal data?

Except as described in the Agreement or above, personal data will not be transferred or provided to any third parties.

5 Transfer of personal data to third countries

Except as described in the Agreement or above, personal data will not be transferred or accessed from outside the European Economic Area (EEA).

6 Do we retain your personal data?

When you no longer have a need or legal right to have a user account, the user account is closed by an administrative user in your company. User activity information and necessary elements of account information will be retained due to integrity requirements in Footprint.

7 Subcontractors

Below the list of Contractors and subcontractors which conduct processing of personal data on behalf of NOROG as part of delivery of the Service.

Name	Tasks/deliverables	Within EEA (Y/N)	Basis for transfer (N/A, SCC, AD) ¹
NEMS AS	<ul style="list-style-type: none">• Application Management• Application Development• Servicedesk towards Users of the Service	Y	N/A
SYSTOR VEST AS	<ul style="list-style-type: none">• Application Development	Y	N/A
CEGAL AS	<ul style="list-style-type: none">• Platform as a Service (PaaS) provider• Monitoring	Y	N/A

¹ N/A = Not applicable, SCC = Standard Contractual Clauses, AD = Adequacy Decision