



Norwegian Oil and Gas Association

Collabor8 Virtual Inventory

Privacy Policy

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1 Introduction

This document describes how we handle your personal data within the Collabor8 Virtual Inventory service (hereafter called Virtual Inventory) based on you being a User of the service.

Privacy principles that are 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.

Words in this document with capitalized initial have their definition stated in the definition and abbreviations section in either the General terms or the Virtual Inventory Special terms, both available on www.collabor8.no/terms-of-services.

2 Which personal data do we collect?

Account information

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

- Name
- Organisation (employer)
- Email
- Phone number

Data collected when you use Virtual Inventory

Integrity aspects in relation to information stored in Virtual Inventory is important. To support this the system will store certain user activity information, such as by whom and when objects (documents, folders, information in general etc) were created and updated.

- **Technical information about your device and internet connection**

We use server logs and other tools to record technical information about your device, connection to our Services and cross-device usage. This information typically includes operating systems, web browser versions, IP addresses and session-based authentication cookies, and unique identifiers.

- **Cookies and other technologies that store data locally on your device**

When you use NOROG services that make use of Collabor8 Hello for log-in purposes, we use different technologies to recognize you as a User and provide a seamless access to the services. For example, we use cookies, so you do not have to log in again every time you visit an application using Collabor8 Hello.

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 requirements that the Service shall support transparency about who can access what.

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 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 the Service by

- Verifying your identity using Hello as 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 Service.

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 <http://www.collabor8.no/terms-of-services>.

Allow other Users of the Service to interact with you

Certain user categories within the Virtual Inventory service will be able to see contact details for users in other User organisations in Virtual Inventory.

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 deleted by an administrative user in your company.

No personal data is retained except that for integrity purposes, all data transactions in the Service must be traceable and will therefore include a link to actual user that uploaded the material data. This information will not be deleted but stored throughout the lifetime of the Service.

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
EVERY Norge AS	<ul style="list-style-type: none">• Application Management• Application Development• 1st line user support• User organisation administration and support	Y	N/A
CEGAL AS	<ul style="list-style-type: none">• Platform as a Service (PaaS) provider• Monitoring	Y	N/A
INFOPULSE UKRAINE LLC	<ul style="list-style-type: none">• Application Development• 2nd and 3rd line support	N	SCC

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