Collabor8
EqHub

Privacy Policy

Contents

1   Introduction

This document describes how Offshore Norge ("we") handle your personal data within the Collabor8 EqHub service (hereafter called EqHub) 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 *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 EqHub Special terms, both available on www.collabor8.no/terms-of-services.

2   Which personal data do we collect?

Account information

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

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

Data collected when you use EqHub

EqHub is a service where integrity of the information within the Service is important. The system will store certain user activity information, such as by whom and when objects were created, updated, moved, deleted, downloaded, and distributed.

- **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 Offshore Norge services, we use different technologies to recognize you as a User and provide a seamless access to the services.

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:

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

Manage security in the Service by

- Verifying your identity 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 Offshore Norge and your organisation as available on www.collabor8.no/terms-of-services.

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 Offshore Norge as part of delivery of the Service.

Name	Tasks/deliverables	Within EEA (Y/N)	Basis for transfer (N/A, SCC, AD)[1]
CEGAL AS	• Platform as a Service (PaaS) provider • Monitoring	Y	N/A
Infopulse Bulgaria EOOD	• Application Development • 2nd and 3rd line support	Y	N/A
Infopulse Poland Sp.z.o.o	• Application Development • 2nd and 3rd line support	Y	N/A
Infopulse Ukraine LLC	• Application Development • 2nd and 3rd line support	N	SCC
Microsoft Ireland Operations Limited	• Azure Platform services	Y	N/A
Tietoevry Norway AS	• Application Management • Application Development	Y	N/A
Tietoevry Tech Services Norway AS	• 1st line user support • User organisation administration and support	Y	N/A

*Subcontractor of Tietoevry Norway AS

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