



# **Collabor8**

## **Work Program and Budget (WP&B)**

# **Privacy Policy**



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## 1 Introduction

This document describes how Offshore Norge ("we") handle your personal data within the Collabor8 Work Program and Budget (WP&B) service (hereafter called "the Service") based on you being a User of the Service.

The Service is used by operator companies and licensees to prepare, manage and approve work programs and budgets in accordance with Joint Operating Agreements (JOA).

Privacy principles that are common to all Collabor8 service offerings, which therefore also applies to the Service, are described in the General Privacy Policy available at [www.collabor8.no/privacy-terms](http://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 Service's Special terms, both available on [www.collabor8.no/terms-of-services](http://www.collabor8.no/terms-of-services).

### 1.1 Roles and responsibilities in the Service

In relation to the Service, the following roles apply:

- The User's organisation acts as the data controller for personal data submitted through the Service.
- Offshore Norge (Collabor8) acts as a data processor on behalf of the User's organisation for the purpose of operating and maintaining the Service.

The allocation of roles described above is reflected in the agreements governing the Service.

## 2 Which personal data do we collect?

### **Account information**

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

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

### **Data collected when you use the Service**

The integrity of data uploaded to the Service is important, and the Service will therefore store certain user activity information, such as by whom and when 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 support via service desks
- Help diagnose problems reported by you to the service desk
- Inform you about possible compability issues with the browser you use
- Improve your web experience
- Sending you important information, e.g. in case of unavailability of the Service

**Manage security in Offshore Norge Services** 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 your application service account(s).

**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 company as available on [www.collabor8.no/terms-of-services](http://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 closed by an administrative user in your company.

Personal data is retained as long as necessary to ensure traceability and integrity of data in the Service, or as required by applicable agreements.

## 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) <sup>1</sup> |
|--------------------------------------|---|------------------|--|
| Bouvet Norge AS                      | <ul style="list-style-type: none"><li>• Application Management</li><li>• Application Development</li></ul>                                | Y                | N/A  |
| CEGAL AS                             | <ul style="list-style-type: none"><li>• Platform as a Service (PaaS) provider</li><li>• Monitoring</li></ul>                              | Y                | N/A  |
| Vivicta AS                           | <ul style="list-style-type: none"><li>• 1<sup>st</sup> Line user support</li><li>• User organisation administration and support</li></ul> | Y                | N/A  |
| Microsoft Ireland Operations Limited | <ul style="list-style-type: none"><li>• API Gateway and security products</li></ul>   | Y                | N/A  |

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