



Collabor8 L2S Privacy Policy

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1 Introduction

This document describes how Offshore Norge ("we") handles your personal data, within the Collabor8 L2S service (hereafter called "L2S") for you as a User of L2S. Privacy principles common to all Offshore Norge Collabor8 services, which therefore also apply to L2S, 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 L2S, you will have an L2S user account containing the following information about you:

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

Data collected when you use L2S

The system will store certain user activity information, such as who created, updated, moved, deleted, downloaded, or distributed objects (including documents and folders), and when these activities occurred.

Group and role membership information

Administrative users in your organisation will manage your access to L2S. Such assignments and changes to your roles and access groups are stored. This is due to strict requirements for L2S to provide 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 may provide information to us.

3 How do we process your personal data?

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

To provide you with support and guidance

- Provide you with efficient 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.
- Send you important information, e.g. in case of service unavailability.

To manage security

- Verify your identity as part of the login process.
- Monitor your login activities and account modifications to help you detect and prevent fraud and abuse of the Services.

Service improvement

- Aggregate and anonymise data to analyse and improve the performance of the L2S service.

For our legitimate interests and those of the User organisation

- Comply with requirements agreed between Offshore Norge and your company as available on www.collabor8.no/terms-of-services.
- Meet compliance requirements related to L2S serving as an archive for the official sharing of documents within joint ventures on the Norwegian Continental Shelf (NCS), where audit trails showing which User uploaded or modified documents on behalf of their employer are essential.

Allow other Users of L2S to interact with you

Your contact details and relevant JV roles are available to other L2S users, making it easier for L2S users to connect and collaborate within and across joint ventures on the NCS.

4 Do we share your personal data?

Except as described in the Agreement or in the list of Contractors and subcontractors in section 7, personal data will not be disclosed or otherwise made available to third parties.

5 Transfer of personal data to third countries

Except as described in the Agreement and section 7, personal data will not be transferred to or accessed from outside the European Economic Area (EEA).

6 Do we retain your personal data?

When you no longer need or are no longer authorised to have a user account, your account will be closed by an administrative User in your company. Your user activity information and the account information necessary to identify you in the audit trail will be retained for the lifetime of L2S to preserve the integrity of the service and its audit trail.

7 Contractors and subcontractors

The Contractors processing personal data on behalf of Offshore Norge in connection with the delivery of the L2S service, and their relevant subcontractors, are listed below.

Name	Tasks/deliverables	Within EEA (Y/N)	Basis for transfer (N/A, SCC, AD) ¹
CEGAL AS	- Platform management - Monitoring	Y	N/A
Tieto Norway AS	- Application management - Application development 2nd-line support 3rd-line support - Performance monitoring	Y	N/A
Tieto Ukraine LLC*	- Application development 3rd-line support	N	SCC
Tieto Czechia s.r.o.*	- Application development 3rd-line support	Y	N/A
Microsoft Ireland Operations Limited	Cloud platform services - Microsoft Azure - Microsoft 365 - Microsoft Power Platform	Y	N/A
Vivicta AS	1st-line user support - User organisation administration and support	Y	N/A

*Subcontractor of Tieto Norway AS

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