

PRIVACY NOTICE

Enterprise Project Management (EPM) Mobile Application

Date Modified: March 9, 2021

Saudi Arabian Oil Company (“**Saudi Aramco**”), is a Saudi joint stock company established in the Kingdom of Saudi Arabia (the “**Kingdom**”) by virtue of Royal Decree No. M/8, dated 4/4/1409H (corresponding 13/11/1988G) and registered in the city of Dhahran under commercial registration no 2052101150.

Saudi Aramco, together with its subsidiaries and controlled affiliates (together the “**Saudi Aramco Group**”), follows strict guidelines to protect personal data and ensures compliance with applicable data protection laws and regulations.

Your privacy is important to us and maintaining your trust is a priority. This Privacy Notice informs you that information submitted by you or collected by Saudi Aramco may be processed for the purposes below.

1. Saudi Aramco Enterprise Project Management (EPM) Mobile Application

The Saudi Aramco Enterprise Project Management (EPM) Mobile Application (“**App**”) is provided to Saudi Aramco employees and Saudi Aramco contractors.

The App is provided so that we can:

- View asset management deliverables (i.e. Engineering Drawings)
- Manage quality inspection requests (i.e. Requests for Inspection for procured materials, or installed equipment)
- Create and manage quality notifications (i.e. Reporting quality violations in the project site)
- Create and manage project close-out items (i.e. Reporting an item that was not completed up to the requirements)
- Create and update discussion threads about the project between you, (should you choose to use this feature) and other users
- Add and view comments and attachments such as pictures, videos, and documents related to the project

The App may include links to other Saudi Aramco General Instructions and Policies. In addition this App may link to other websites which may have their own privacy notices. When visiting any of our other websites, please review and familiarize yourself with the relevant privacy policy.

2. Information we collect and how we use it

When you use the App, we will need to use information about you (“**Personal Data**”) which we collect via the App or by using information we already hold about you to allow you to use the App.

Personal Data which we may collect and/or use by using the App may vary depending upon the type of user you are.

1. Information we collect

We typically hold relevant information about you necessary for you to access the application and submit service requests. We may also need you to provide additional information, required to fulfil the services submitted in the app.

Categories of Personal Data, Purposes of Processing and Lawful Basis

Category of Personal Data	Purpose of Processing
<p>Personal information</p> <ul style="list-style-type: none"> • First Name • Last Name • Contact details (such as telephone numbers, email addresses) • Saudi Aramco user profile/login credentials • Government ID (e.g. Passport Number, National ID) • Job title and/or Occupation 	<p>We use this information in order to set up your account, and provide you with ISO services (which may require this kind of information). When you allow access to your camera you will be able to report issues in the project site with pictures, or provide proof that the job was completed as expected.</p>
<p>Vendor/Contractor Information</p> <ul style="list-style-type: none"> • First Name • Last Name • Contact details (such as telephone numbers, email addresses) • Saudi Aramco provided user profile/login credentials • Government ID (e.g. Passport Number, National ID) 	<p>Contractor users extranet accounts are created by the departments ISAs, they will receive the passwords through an SMS message.</p>
<p>Technical Information Information about your device and Internet connection</p>	<p>The company may log information regarding the type of device you are using and the internet connection (IP Address) for auditing and security purposes.</p>
<p>Legal and Compliance We may need to use some of your Personal Data to comply with Saudi Aramco’s legal obligations under applicable laws, respond to legal requests, administrative or judicial process, or to otherwise defend our legal rights.</p>	

4. How we might share your Personal Data

We may share your Personal Data with third parties. We may need to do this:

- Where we need assistance from third parties to grant you access to the App and facilitate posting of information, content and/or otherwise operate the App;
- Where we have a duty to disclose to a competent public authority, government or regulatory agency where necessary to comply with a legal or regulatory compliance obligation which the relevant Saudi Aramco Group member is subject to or as permitted by applicable local law;

- To enforce or apply any agreements we have with you (or (as applicable), your employer if not Saudi Aramco); and/or
- To third party suppliers and vendors who we use to support our business, including but not limited to the operation, features and functionality of this App, and those who provide information technology and system administration services to us.

5. How we protect and handle your Personal Data

The privacy and security of your Personal Data is important to us and maintaining your trust is a priority. We continuously work with the solution provider to identify and evaluate the implementation and use of technical and organizational measures to protect any personal information we process about you. All Saudi Aramco personnel who have access to your Personal Data operate under strict corporate guidelines to ensure the protection of the data and compliance with applicable local data protection laws and regulations. For more information about how we may use and process your Personal Data, please contact: ithelpdesk@aramco.com.

6. Data Storage and Access Location

We store and host your Personal Data within the Kingdom of Saudi Arabia.

We will take all reasonable measures necessary and/or required by applicable data protection laws and regulations to ensure that your information is treated securely and in accordance with this notice and applicable laws.

7. How long do we keep your Personal Data?

We will keep Personal Data for as long as we have a relationship with you and when you use our mobile application. Following the end of the relationship, we shall retain this for a period of seven (7) years or such longer period as required by law and/or to protect our legal interests. We will not keep any information for longer than is strictly necessary and when we no longer need the information, we will securely destroy it in accordance with our internal policies or anonymize it. Should you require earlier deletion, you may discuss this by contacting Saudi Aramco.

8. Your Rights

Under certain applicable laws and in accordance with Saudi Aramco policies, you may have certain rights in relation to your Personal Data. These rights include right to access the Personal Data that you provided to or is being used by Saudi Aramco in connection with the App. You may also have the right to:

- Request a copy of what Personal Data we have on you;
- Restrict the processing of your Personal Data; and/or
- Object to the processing of your Personal Data.

For collection and use based on legitimate interests, you may object to processing of your personal information. To that effect you can contact Saudi Aramco in writing at the email address provided below. Should you object to the processing of your information this may, without limitation, impede your access to the mobile application.

9. Contact and More Information

If you have any questions regarding this Privacy Notice, please contact: ithelpdesk@aramco.com.

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Revision History: