

## Privacy Notice | Contractor Passport Application

Version: 22 November 2021

Saudi Arabian Oil Company (“**Saudi Aramco**”, “**we**”, “**our**”, “**us**”), 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 Contractor Passport Application

The Saudi Aramco Contractor Passport Application (“**App**”) is provided to employees of companies doing business with Saudi Aramco (“**Contractor Employees**”, “**you**”, “**your**”) requiring access to Saudi Aramco sites, locations and facilities.

The App is provided so that Saudi Aramco can:

- Provide (or restrict) Contractor Employees with access to Saudi Aramco sites, locations and facilities;
- Verify Contractor Employee identity information;
- Identify any payment issues (e.g., not being paid salary in full or in part) for Contractor Employees who are employed by entities carrying out projects/work under contract with Saudi Aramco; and
- Communicate health and wellbeing messages to the Contractor Employees.

### 3. Personal data we collect and what we use it for

When you use the App, we will need to use information about you (“**Personal Data**”), which we collect via the App, from third party sources (e.g., your employer or the government), or by using Personal Data we already hold about you to allow you to use the App.

	Category of Personal Data	Source of Personal Data	Purposes/Use of your Personal Data
1	Core registration details about you including: <ul style="list-style-type: none"><li>• Government ID (Iqama, National ID or Passport Info)</li><li>• ID Expiry Date</li><li>• Arabic Full Name</li><li>• English Full Name</li><li>• Date of Birth</li><li>• Blood Type</li></ul>	From Saudi Aramco’s internal Corporate Saudi Manpower Administration & Redeployment Tracking System database (called CSMART). This Personal Data is provided to us by your employer.	To pre-register you on the App and reduce manual entry of duplicate data required by your company representative.  <b>Access to this data</b>  You will be able to see this Personal Data. Your

	<ul style="list-style-type: none"> <li>• Nationality</li> <li>• Contract Assignment</li> <li>• Assignment Validity Dates</li> <li>• Mobile phone number</li> </ul>		<p>company representative within your company will also have access to this information.</p> <p><b>Retention Period</b></p> <p>Throughout the term of the contract we have with your employer.</p>
2	<p>Information for registered Contractor Employee App users including:</p> <ul style="list-style-type: none"> <li>• Arabic Full Name</li> <li>• English Full Name</li> <li>• Photo</li> <li>• Blood type</li> <li>• Date of birth</li> <li>• Nationality</li> <li>• Government ID (Iqama)</li> <li>• National ID)</li> </ul>	<p>This is from Saudi Aramco's internal Human Resources database.</p>	<p>To provide you with a digital version of your Saudi Aramco ID card.</p> <p><b>Access to this data</b></p> <p>You will be able to see this Personal Data. Your company representative within your company will also have access to this information.</p> <p><b>Retention Period</b></p> <p>Throughout the term of the contract we have with your employer.</p>
3	<p>Information required for background checks of Contractor Employees prior to access to Company sites:</p> <ul style="list-style-type: none"> <li>• Government ID (Iqama)</li> <li>• National ID)</li> <li>• Mobile Number</li> <li>• Date of birth</li> </ul>	<p>This is gathered from our database (CSMART) or provided to us by your employer via the App database.</p>	<p>For background check purposes.</p> <p><b>Access to this data</b></p> <p>You will be able to see this Personal Data. Your company representative within your company will also have access to this information.</p> <p><b>Retention Period</b></p> <p>Throughout the term of the contract we have with your employer.</p>
4	<p>Two-factor authentication information:</p> <ul style="list-style-type: none"> <li>• Mobile phone number</li> </ul>	<p>This is gathered from our internal database (CSMART) or provided to us by your employer via the App database.</p>	<p>This is used for two-factor authentication when logging into the App.</p>

		<p>You can also update your mobile phone number through the App.</p>	<p>To apply the required security access controls, we will use your mobile phone number to send you a One-Time Password SMS message. This will allow us to perform two-factor authentication when you are seeking to login to the App.</p> <p><b>Access to this data</b></p> <p>The contractor employee will be able to see his/her own mobile number, in addition to the contractor company representative within the same company.</p> <p><b>Retention Period</b></p> <p>Throughout the term of the contract we have with your employer.</p>
5	<p>Pre-employment medical confirmation of Contractor Employees prior to access to Company sites:</p> <ul style="list-style-type: none"> <li>• Government ID (Iqama or National ID)</li> <li>• Final result (pass/fail) for preemployment test</li> <li>• Drugs test (pass/fail)</li> </ul>	<p>Government ID is collected from our internal database or via the App's database system, as provided to Saudi Aramco by your employer.</p> <p>Any pre-employment medical result (pass or fail) or drug test result (pass or fail) is provided to us by the Kingdom of Saudi Arabia' Ministry of Health.</p>	<p>The results of your pre-employment test or drug test will be used to grant or prevent access to a Saudi Aramco site or facility (depending upon this being pass or fail). This is to protect the health and safety of the Saudi Aramco and contractor workforce.</p>
6	<p>Salary payment confirmation of Contractor Employees:</p> <ul style="list-style-type: none"> <li>• Government ID (Iqama or National ID)</li> <li>• Date of birth</li> <li>• Establishment number (MHRSD)</li> <li>• Payment status (Fully paid, Unpaid laborers, Unregistered)</li> </ul>	<p>This Personal Data is provided to us from: MASDR and General Organization for Social Insurance (GOSI).</p>	<p>We will use your Personal Data to confirm/check if there are any payment issues regarding your regular salary with your employer in the context of projects with us. While your salary is an obligation as between you and your</p>

	laborers, Deductions more than 50% of the gross salary)		employer ( <i>of which we accept no liability</i> ), where we are providing projects to your employer, we want to ensure that there are no payment issues for employees. While we accept no liability for such payments to you, we will take any appropriate measures available to us if any such inaction comes to our attention.
7	Your Device Technical Information Technical information about your device.	This information is provided by you (from your device) when you use the App.	When you use the App, we may log information regarding the type of device you are using, confirmation that your device is connected to the internet and the internet protocol connection (your IP address) for auditing and technical security purposes.
8	<p>Legal and Compliance</p> <p>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 Saudi Aramco might share your Personal Data

We may share your Personal Data with Saudi Aramco Group companies, affiliates or other 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 public interest or legal duty to do so;
- 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;
- Where required to our professional advisers or consultants, lawyers, bankers, auditors, accountants and insurers providing consultancy, legal, banking, audit, accounting or insurance services to us;

- To protect the health and wellbeing of all Saudi Aramco employees, contractors, other workers and visitors;
- To enforce or apply any agreements we have with you and your employer; 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 Saudi Aramco protects and handles 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 to identify and evaluate the implementation and use of technical and organizational measures to protect any Personal Data 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 us using the details set out below.

## **6. Data Storage and Access Location**

We store and host your Personal Data within the Kingdom of Saudi Arabia at the Saudi Aramco Data Center. 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 Saudi Aramco keep your Personal Data**

We will keep Personal Data for as long as we have a relationship with you, your employer and for as long as you are utilizing the App. We shall retain this for the validity of the contract you will be working on, 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 us using the details set out below.

## **8. Your Rights**

Under applicable personal data protections 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.

You can contact Saudi Aramco by phone or in writing at the email address provided below to exercise any of your rights. Should you object to the processing of your information this may, without limitation, impede your access to the App.

**9. Contact and More Information**

If you have any questions regarding this Privacy Notice, please contact: **IT Help Desk public landline (+966 13 872-2222).**

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**Revision History:**

*22 November 2021: Version 1.0 issued.*