

UK Privacy Statement (HR)

WHO WE ARE

This is the UK Privacy Statement (HR) of **Shelf Drilling (UK), Ltd.** (“**Shelf Drilling**” or “**we**” or “**us**”).

This privacy statement supplements the Shelf Drilling Global Privacy Statement (HR) (which applies on a worldwide basis across Shelf Drilling's operations). It details the practices of Shelf Drilling with respect to the collection, holding, use and disclosure of your personal information in the UK in the context of your employment or engagement with us where those practices differ to those detailed in the Shelf Drilling Global Privacy Statement (HR). A copy of the Shelf Drilling Global Privacy Statement (HR) can be accessed on our [intranet page](#) and can be obtained from privacy@shelfdrilling.com. You should read the Shelf Drilling Global Privacy Statement (HR) in conjunction with this UK Privacy Statement (HR).

This privacy statement applies to all current and former employees, workers, and contractors of Shelf Drilling located in the UK. It does not form part of any contract of employment or other contract to provide services.

International Data Transfers

We may share with, and/or transfer your personal information to, Shelf Drilling, Ltd. located at One JLT, Floor 12, Jumeirah Lakes Towers, P.O. Box 212201, Dubai, United Arab Emirates or any of its wholly-owned subsidiary entities, whether direct or indirect. If we do so, we will comply with applicable laws regarding such transfers. Where such transfers require appropriate or suitable safeguards recognised under privacy laws, we may rely on them including international data transfer agreements.

How Long We Keep Your Personal Information

Shelf Drilling will only retain an individual's personal information for as long as is necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, Shelf Drilling considers the amount, nature, and sensitivity of the personal data; the potential risk of harm from unauthorized use or disclosure of the personal data; the purposes for which personal data is processed and whether Shelf Drilling can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances Shelf Drilling may anonymize an individual's personal information so it can no longer be associated with that individual, in which case such information may be used without further notice to the individual. Once a person is no longer an employee, worker, or contractor of the company, Shelf Drilling will retain, and at the appropriate time securely destroy, collected personal information in accordance with the terms of the foregoing paragraph.

Your Rights in Respect of Your Personal Information

Under certain circumstances, by law, in the UK you have the right to:

- Request access to your personal information (commonly known as a “data subject

access request”). This enables you to receive a copy of the personal information that we hold about you and to check that it is being lawfully processed.

- Request correction of the personal information that Shelf Drilling holds about you. This enables you to have any incomplete or inaccurate information that we have about you corrected.
- Request erasure of your personal information. This enables you to ask Shelf Drilling to delete or remove personal information where there is no good reason for us to continue to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to the processing of your personal information where Shelf Drilling is relying on a legitimate interest (or a legitimate interest of a third party) and there is something about your particular situation that makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

You will not usually have to pay a fee to access your personal information (or to exercise any of the other rights); however, we may charge a reasonable fee if the request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is a security measure to ensure that personal information is not disclosed to any person who has no right to receive it. We may also contact you to ask for further information in relation to your request to speed up our response.

In addition to the rights detailed above, in the limited circumstances where you may have provided consent to the collection, processing, and transfer of personal information for a specific purpose, you have the right to withdraw consent for that specific processing at any time. To withdraw consent, please send an email to privacy@shelfdrilling.com. Once we have received notification that consent has been withdrawn, we will no longer process personal information for the purpose or purposes originally agreed to, unless we have another legitimate basis for doing so in law.

Contact Information, Further Advice and Complaints

If you have any questions about this privacy statement, wish to make a complaint to us about how we are using your personal information or wish to exercise any of your rights in respect of your personal information, you can contact us by sending an email to privacy@shelfdrilling.com.

UK Supervisory Authority

The Information Commissioner is the UK supervisory authority for data protection issues. We aim to resolve all complaints internally, but you do have the right to complain to the Information Commissioner at any time.

Changes To This Privacy Statement

This privacy statement will be subject to regular internal review and any updates will be placed on the [intranet page](#).

Paper copies of this privacy statement may be obtained by sending a request to privacy@shelfdrilling.com.

This privacy statement was prepared on 26 September 2022.

Legal Information

Shelf Drilling (UK), Ltd., a company incorporated in Scotland (registration number SC737327) and having its registered office at Brodies House, 31-33 Union Grove, Aberdeen, United Kingdom, AB10 6SD.