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ANNEX 1 – Identification details of companies forming part of or handled by “KPNWE”



APPLICANT PRIVACY NOTICE

In order to apply for a vacancy within a company that is part of or handled by Kuwait Petroleum North West Europe (Annex 1) and which is identified specifically in the job advertisements (hereafter commonly called “KPNWE” or “we” or “us”), you will be required to provide KPNWE with information relating to you (“**Personal data**”). As a controller of your Personal data, we are committed to safeguarding the privacy of our applicants (“**you**” or “**applicant(s)**”). This notice will inform you about the processing we undertake with your Personal data during your application.

This notice will outline for you:

- what personal data we collect;
- for what purposes we use your Personal data;
- which legal basis we rely on for processing your Personal data;
- to whom we provide your Personal data;
- how long we store your Personal data;
- the rights you have in relation to your Personal data;
- where you can ask questions and make remarks.

1. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

We will only request information from you which is necessary for your identification and the evaluation of your candidacy.

The Personal data we collect in this context include your name, address, telephone, e-mail, year of birth, previous or current employers, sector of work as well as category, job title, years of working experience, academic background and level, your degrees, job preferences (e.g. willingness to travel), language skills, driver’s license and how you want to be notified. We may also collect your résumés, CVs, motivation letter, salary expectations, and your recruitment profile and possibly an interview report.

You will have provided us **directly** with your Personal data through your application but we may also receive further Personal data **in an indirect manner** (e.g. through your interaction with third party recruitment agencies, information we can collect from your publicly available online profile if it is related to business purposes and in as far as relevant for the function, or getting in touch with former employers you have listed as references, on the basis of our legitimate interest in learning more about you).

There may be vacancies in which the Personal data that you provide to us in the context of your recruitment is considered **sensitive Personal data** under the privacy laws of some countries. Those laws define sensitive Personal data to entail Personal data from which we can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, or judicial data (including data concerning the (alleged) criminal offences). Note that in the recruitment process for certain vacancies, the collection of such Personal data may be essential for our evaluation, as will be indicated in the vacancy. We will process this data only where provided by the law, unless the rules in the country in question allow for additional grounds.

2. WHY DO WE NEED YOUR PERSONAL DATA?

Information submitted by you will be used to **identify and evaluate you for the vacancy** you applied for or, with your consent, for other positions we deem your candidacy suitable for.

We will not use information submitted by you for any other purpose and neither will we disclose your Personal data to third parties which would not process your Personal data for evaluating your candidacy for KPNWE.

The processing of your Personal data is necessary for performing our evaluation of your candidacy. We will ask your consent in case we would need to process Personal data of a sensitive nature and if you would like us to maintain your candidacy for other vacancies.

If you are successful with your application some of the Personal data collected as part of this recruitment process may be transferred to your personnel file.

3. WHO HAS ACCESS TO YOUR PERSONAL DATA?

We strive to strictly limit the access to your Personal data and to protect your Personal data which is generally considered as confidential information. Only persons who have a **specific need to know within the context of their function** within KPNWE and for a candidacy for first line employees, also within KPI (Kuwait Petroleum International Ltd.) with additional safeguards based on EU Model Clauses, will have access to your Personal data.

The following roles can access your Personal data:

- human resources functions and managers responsible for positions for the purposes of evaluation;
- in certain cases, technical staff may also gain access to your data, but only to the extent necessary to ensure the proper functioning of our vacancy website.

We will ensure that the access to your data is **accurately secured** by applying appropriate safeguards, depending on the circumstances, taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk. In support of this commitment, we have implemented appropriate technical, physical and organizational measures to protect your personal data against unauthorized or accidental destruction, alteration or disclosure, misuse, damage, theft or accidental loss or unauthorized access.

We will share your Personal data with **subsidiaries, affiliated companies and subcontractors** (including providers that host our vacancy website, recruitment and assessment agencies) possibly located outside the EEA (European Economic Area) with no adequate level of protection but then only with the companies involved in your candidacy and such with additional safeguards based on EU Model clauses. Your data will be shared in such event for the identification and evaluation purposes of your candidacy as specified. In certain cases those parties may also provide us with your Personal data.

When you share your Personal data with us through the recruitment agencies, you are deemed to have read and accepted this privacy notice and we will instruct our recruitment agencies to inform you thereof. We will ask these third parties to only use your Personal data in the context of the recruitment and selection services for us but we are not responsible for the processing activities that they undertake

for their own purposes with your Personal data. Hence for these activities, we will ask you to check their privacy notices.

4. WHAT ARE YOUR RIGHTS?

You may access, update or delete information that you have submitted to our vacancy website or sent to us by (e)mail at all times. The vacancy website will provide you as well with an overview of the Personal data we collected. You can therefore use the tools provided on our website.

You may also send your request as detailed above to KPNWE at any time by sending an e-mail to the following address privacyHR@Q8.com If you have any questions about this notice, do not hesitate to send your remarks to the above described email. If you believe that contacting us will not solve your question, you have the right to file a complaint with the Supervisory authority.

Please do note that you remain responsible for the information you provide and the consequences thereof. You may not provide information that violates any privacy, confidentiality, intellectual property or business secrets of others. You are also responsible for obtaining consent from the parties from whom you provide us Personal data.

5. HOW LONG WILL WE STORE YOUR PERSONAL DATA?

Your Personal data will be retained as long as necessary to achieve the purpose for which it was collected, namely for evaluating your candidacy or as legally required or permitted by applicable law.

We will retain Personal data collected from unsuccessful candidates only for evidence purposes in accordance with applicable laws. This is normally maximum 5 years after the unsuccessful candidacy (in accordance with the relevant statutory period).

If you are successful with your application some of the personal data collected as part of this recruitment process shall be transferred to your personnel file and maintained for a longer period.

If you consent to using your candidacy for future opportunities, we will maintain your Personal data for these purposes for a reasonable period of time of 2 years or until you withdraw that consent and in accordance with the applicable law.

6. OTHER NOTICES

We reserve the right to update this policy, if necessary, for example to comply with legislative changes, regulatory changes, new practices and procedures, or requirements imposed by any authority. The most recent version is always available on policies.q8.com and the revisions will apply from the date of their publication. The date on which this text was last changed can be found at the end of this document.

You are responsible for your own information and for the consequences of their posting. You agree not to submit information infringing on the privacy, publicity, confidentiality, or intellectual property rights of others, including information revealing trade secrets, unless you own the rights or have the owner's permission so to do. For clarity, we will not be responsible or liable for any violation of third party privacy, confidentiality or intellectual property rights arising from the information you submit to the our vacancy website.

KPNWE Applicant privacy notice



ANNEX 1 – Identification details of controllers companies forming part of or handled by “KPNWE”

Central email address: privacyHR@Q8.com

Central telephone number: 0032-3-241.33.00 (please ask for the HR department)

Part of KPNWE:

<u>Companies</u>	<u>address</u>	<u>VAT Nr</u>
Kuwait Petroleum (Belgium) NV	Brusselstraat 59 box 1 - B 2018 Antwerpen	BE0404.584.525
Kuwait Petroleum CZ s.r.o.	Na Strzi 1702/65 - PSC 140 00 Cz - Praha 4	Cz 27361012
Kuwait Petroleum (Deutschland) GmbH	Kaiserswertherstrasse 115 - D 40880 Ratingen	DE 209379892
Kuwait Petroleum (France) SAS	Place de la Défense 12 - Maison de la Défense F 92974 Paris la Défense	FR 81 348 207 713
Kuwait Petroleum, IDS naftna družba, d.o.o.	Trg republike 3 - SL 1000 Ljubjana	SI919913949
Kuwait Petroleum (Hungary) KFT	Árpád Fejedelem útja 26-28 - H 1023 Budapest	HU23307487
Kuwait Petroleum (Luxembourg) SA	Rue de l'Industrie 12 - L 8069 Bertrange	LU16241579
Kuwait Petroleum (Nederland) bv	Schenkkade 50 - NL 2595 AR Den Haag	NL0012.50.590.B.01
Kuwait Petroleum (Polska) Sp. Z.o.o.	Aleje Jerozolimskie nr 96 - PL-00-807- Warszawa	1070001643
Kuwait Petroleum (Romania) S.R.L.	A Calea Floreasca 169 - Bulding A, 4 Floor - Office 2020 - Campus 06 - R-014472 Bucharest 1st District	RO026782377
Kuwait Petroleum SK s.r.o.	Karadzicova 8/A - SK 8108 Bratislava	SK 2020272628
IDS Europe bv	Schenkkade 50 - NL 2595 AR Den Haag	NL8161.96.588.B.01
Kuwait Petroleum Research and Technology BV	Moezelweg 251 - NL 3198 LS Europoort /Rotterdam	NL0010.79.803.B.01

Handled by KPNWE:

<u>Companies</u>	<u>address</u>	<u>VAT Nr</u>
Kuwait Petroleum Europe bv	Schenkkade 50 - NL 2595 AR Den Haag	NL0065.06.501.B.01

KPNWE Applicant privacy notice



Q8 PETROLEUM TURKEY AKARYAKIT KART HİZMETLERİ VE TİCARET ANONİM ŞİRKETİ	DİKİLİTAŞ MAH. HAKKI YETEN CAD. SELENİUM PLAZA ÇARŞI sit. F blok apt.no10 c kat: 5-6 Besiktas - T -Istanbul	6270478822
Kuwait Petroleum America Inc.	275 Madison Avenue, Suite 1407 New York, NY 10016	





KUWAIT PETROLEUM NORTH WEST EUROPE

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