

## SAUDI ARAMCO PRIVACY NOTICE & ACKNOWLEDGEMENT

The Saudi Arabian Oil Company (“SAUDI ARAMCO”) follows strict corporate guidelines to protect personal data of all employees, Saudi Aramco contractors and Saudi Aramco employee dependents while using E-learning systems.

This Privacy Notice informs you that information submitted by you and/or collected by SAUDI ARAMCO may be processed for the purposes below.

### I. Personal Data

The following Personal Data may be collected and processed by, or for the benefit of, SAUDI ARAMCO:

- Any information that you provide regarding yourself in the completion of the SAUDI ARAMCO sponsored **E-learning**.
- Any other information as required or permitted under applicable law.

#### The Purposes of Processing Data

The personal data you provide for yourself is only kept and processed in connection with administration of the E-learning event as part of the **SAUDI ARAMCO E-Learning Service**. The data generated in the system may be used to process and assign scores, monitor E-Learning usage and any other processing activities in keeping with the SAUDI ARAMCO E-Learning Service. SAUDI ARAMCO utilizes the SAUDI ARAMCO network, and the Skillssoft platform for the purposes defined below.

#### Processing Purposes

For each Processing Purpose, Personal Data collected may include but is not limited to:

1.  **Business Process Execution & Management** purposes to run SAUDI ARAMCO’s operations which include workforce structuring and restructuring, scheduling work, managing SAUDI ARAMCO assets, running hotlines, populating employee directories, employee training and development, and evaluating employee performance.
  - Name
  - Contact Numbers
  - Email Address
  - Employment ID/Badge Number
  - Copies of your employment agreement and all related documents

### II. Access, Rectification and Handling of Personal Data Provided

At all times, access to your Personal Data is limited to individuals within SAUDI ARAMCO, its affiliates, and its service providers on a need-to-know basis and who need to have access to carry out defined functions.

You may request that SAUDI ARAMCO provide access to your personal data for the purpose(s) of:

- Rectification of your personal data;  
Saudi Aramco: Company General Use

- Erasure of your personal data;
- Restriction of the processing of your personal data;
- Objection to the processing of your personal data;
- Reuse of your own personal data for your own purposes.

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 law.

SAUDI ARAMCO has agreements in place with all subsidiaries, affiliates, and service providers to protect the confidentiality of your personal data.

You are able to access only the data you have supplied online and may be able to add to or change (correct) that data. To that effect you can contact SAUDI ARAMCO at the address below:

The Saudi Arabian Oil Company (SAUDI ARAMCO)  
**Training & Development Customer Care Center**  
TDCSC@Exchange.Aramco.com.sa  
P.O. Box 5000  
Dhahran 31311  
Saudi Arabia

### **III. Handling of Your Personal Data**

Please note that we have limited the access to your personal data to only the individuals within, SAUDI ARAMCO and its affiliates and service providers that need-to-know and need-to-have access to carry out their own function during the recruitment process. In order to safeguard your data, we have agreements in place with Skillsoft U.K. Ltd. service provider(s) that have access to the data.

Skillsoft U.K. Ltd  
Compass House, 207-215 London Road  
Camberley, Surrey GU15 3EY  
United Kingdom

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 local data security regulations.

#### **1. International Data Transfers**

By submitting your information, you acknowledge and are aware that your information provided by you or collected and processed by SAUDI ARAMCO may be shared by SAUDI ARAMCO with other SAUDI ARAMCO subsidiaries and affiliates outside of the country in which your Personal Data was collected. You are aware that these companies are not all located in the Kingdom of Saudi Arabia which means that your information provided by you or collected and processed by SAUDI ARAMCO may be transmitted and transferred to outside of the Kingdom of Saudi Arabia and may be available in the European Union, the United States, and other jurisdictions outside the Kingdom of Saudi Arabia where Personal Data

protection laws may not apply. SAUDI ARAMCO has taken the measures described above to ensure that your Personal Data will remain secure and confidential.

## **2. Retention**

Information of E-learning service participants will be kept on file for a period of two (2) years. E-learning service participants may request earlier deletion by contacting The Saudi Arabian Oil Company in writing at the address below.

The Saudi Arabian Oil Company (SAUDI ARAMCO)  
Training & Development Customer Care Center  
TDCSC@Exchange.Aramco.com.sa  
P.O. Box 5000  
Dhahran 31311  
Saudi Arabia

### **Applicant Acknowledgement**

**I acknowledge that I have read and understood the content of this SAUDI ARAMCO Privacy Notice and Consent. I hereby grant consent to the collection and processing of my personal data by SAUDI ARAMCO, its affiliates, and service providers for the purposes and under the circumstances described above.**

**I understand and accept that the processing of the personal data I provide may be disclosed to other SAUDI ARAMCO affiliates and to third party organizations providing administration or other relevant services to SAUDI ARAMCO.**

**By clicking “Agree” I declare (1) that I have read, understood and accepted the statements above; (2) that the information given for use in the E-Learning service is complete and true; (3) that I am giving my consent to SAUDI ARAMCO, its affiliates and designated employees to handle the processing of the information provided to participate in the E-Learning service, and any other personal data I may provide separately in a manner and to the extent described in this form; (4) that I am giving my consent to SAUDI ARAMCO, its affiliates and designated employees to transfer, outside of the country in which my Personal Data was collected, the information contained in this application or subsequent applications, and any other personal data I may provide separately in a manner and to the extent described in this form; and (5) that I hold SAUDI ARAMCO, its affiliates, its agents and employees free and harmless from any liability or damages in connection with the processing of my personal information for access to the E-Learning service.**

**By clicking “Agree” I understand that any misrepresentation or omission of any fact by me, whether oral or in writing, and pertaining to the above information will be sufficient cause for the Company at any time to terminate my participation in the E-Learning service.**