

Privacy Notice

T&D App - Training and Development
Mobile Application

5/23/2022



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1.0 Document Control

1.0.1 Revision History

Version	Date	Change Description
1.0	22/05/2022	Original Draft

1.1 Introduction

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.

1.2 Saudi Aramco, T&D App, Training and Development Mobile Application

The Saudi Aramco, T&D App, Training and Development Mobile Application (“App”) is provided to Saudi Aramco programs’ students or non-employees (together “you”, “your”).

The App is provided so that we can:

- Enable you to request services.
- Process students’ requests.
- Simplify initiating and monitoring requests.
- Improve user experience when seeking students’ services.
- Increase accessibility to your advisors.

The App may include links to other websites (e.g. Google maps, online stores, or other vendor websites) which may have their own privacy notices. When visiting any of these other websites, please review and familiarize yourself with the relevant privacy notice.

1.3 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 Personal Data we already hold about you to allow you to use the App.

1.3.1 Information we collect

We typically hold relevant Personal Data about you necessary for you to access and use the App. We may also need you to provide additional information (including Personal Data), when using the App.

Categories of Personal Data, Sources of Personal Data and Purposes of Processing

Category of Personal Data	Source of Personal Data	Purpose/Use of Personal Data
User Personal Data First Name Last Name Point system level Job title Home Organization Date of Birth Guarantor Phone Number	This is from our internal HR database.	For identification, Verification and user account set up and log in. Access to this data You will be able to see this Personal Data. Our IT Support representative and HR Systems Support representative will also have access to this information.

		<p>Retention Period</p> <p>For as long as no deletion request is received from user/after the application is removed.</p>
<p>User input data</p> <p>Requests' details Feedback</p>	<p>This information is provided by you</p>	<p>You will be able to see this Personal Data. Our IT Support representative and HR Systems Support representative will also have access to this information.</p> <p>Retention Period</p> <p>For as long as no deletion request is received from user/after the application is removed.</p>
<p>Technical Information</p> <p>Information about your device and Internet connection.</p>	<p>This information is provided by you (from your device) when you use the App.</p>	<p>When you use the App, the Company may log information regarding the type of device you are using and the internet connection (IP Address) for auditing and technical security purposes.</p>
<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>		

1.3.2 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 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 by our professional advisers or consultants, including medical professionals, lawyers, bankers, auditors, accountants and insurers providing medical, consultancy, legal, banking, audit, accounting or insurance services to us;
- To protect the health and wellbeing of all Saudi Aramco employees, students / trainees, contractors, dependents and other workers and visitors;
- 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.
- Because we asked for your permission to share your Personal Data and you agreed.

1.3.3 How we protect and handle your Personal Data

We use robust technical and organizational measures to protect any Personal Data we process about you. All 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.

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.

1.3.4 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.

1.3.5 How long do we keep your Personal Data?

We will keep Personal Data for as long as we have a relationship with you and for as long as you are using the App. We shall retain this for a period of one (1) year or such longer period if 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:

Learning Management System Group

Learning Solutions & Services department

Email: OG_30001431@Exchange.Aramco.com.sa

1.4 Your Rights

Under certain 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:

- > **Access:** the right to access your Personal data by requesting this from us;
- > **Correct:** the right to rectify your Personal Data (add to or update/correct some of your Personal Data);
- > **Restrict:** the right to restrict the processing of your Personal Data
- > **Notice:** the right (*in some cases*) to be notified of any personal data protection breach;
- > **Object:** the right to object to the processing of your Personal Data; and/or
- > **Withdraw consent:** as applicable, the right to withdraw your consent to the processing of your Personal Data.

To exercise any of the rights listed above, you can contact us as provided below.

1.5 Contact and More Information

If you have any questions regarding this Privacy Notice, please contact: T&D Learning System Management team OG_30001431@Exchange.Aramco.com.sa