

## Privacy Statement

**This statement is a supplement and an explanation to the Company Code of Conduct.**

Viking Supply Ships AB and our subsidiaries take your privacy seriously. We are data controller and responsible for the data kept about you are used in accordance with The Personal Data Act.

This privacy statement gives you the information about how we use and protect your personal data and what rights you have. Personal data are all information that can be connected to you as an individual.

### What information we have about you

#### Information given by you.

By applying for employment and/or being hired by us, you typically provide us with several types of information. Some, or all these categories may even be applicable for visitors, such as service technicians, client representatives, agents etc.

*Identity information*, as e.g. name, age, gender, nationality and date of birth.

*Contact information*, as e.g. residential address, e-mail address and telephone number.

*Family information*, as e.g. marital status, children and contact information to their immediate relatives.

*Information about work experience and education*, typical information that you provide us through your resume and application as well as during an interview.

*Interests*, information you provide through your CV and/or application and during interview.

*Salary payment information*, such as card number and payment method.

*Communication*, e.g. when you contact and have dialogue with us.

*Health information*, e.g. absence and sick leave.

#### Information collected about you.

By applying for employment and being hiring with us, we typically collect the following information (Some or all of these categories may even be applicable for visitors, such as service technicians, client representatives, agents etc.).

*Information about the employment*, such as date of employment, job title, job position (full/part time), summaries of appraisal interview, timesheets, pensions, leave and information connected to termination of employment.

We typically collect this information from our employees (e.g. your superiors and colleagues) and former employers.

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*Information about warnings, notifications and complaints*, typically if you receive a warning, or you issue a complaint or notice. We will receive this information either from you or from other employees of ours or our customers.

*Background information*, typically information about you found in publicly available sources, from f. ex. references or if we perform a background check. We collect the information from publicly available sources or from third parties who perform background checks on behalf of us.

*Salary- and tax information*, we receive this information from you, from our payroll system and from the tax office's portal.

*Access information*, which we can collect from our access and camera surveillance systems.

*Technical information*, such as the type of PC / mobile / device you are using. This information is registered with our IT department.

*Internet logs*, such as shows movements and usage of the network. This information is registered with our IT department.

### How we use the information

The purpose of processing personal data in central systems is to safeguard your rights as an employee or visitor, to fulfil Viking Supply Ships duties as an employer, client and supplier and to enable you to do the job you are employed to do either on our vessels or office premises.

Here are the main purposes for which we use the information:

- To verify your identity and background.** For this purpose, we use f. ex. identity information, contact information, background information and access information.
- To recruit employees.** For this purpose, we use f. ex. identity information, contact information, information about work experience and education, interests, communication and background information.
- To manage the employment and career development.** For this purpose, we use f. ex. identity information, family information, communication, employment information and Information about warnings, notifications and complaints.
- To manage complaints, notices and warnings.** For this purpose, we use f. ex. Information about warnings, notifications and complaints.
- To pay salaries and benefits.** For this purpose, we use f. ex. salary payment information and salary and benefit information and employment information.
- For bookkeeping.** For this purpose, we use f. ex. salary payment information and salary and benefit information.
- To secure our systems and premises and maintain workplace safety.** For this purpose, we use f. ex. technical information, internet logs and access information.
- Administration of pension and insurance schemes.** For this purpose, we use f. ex. salary and benefit information, identity information and family information.
- Promotion and marketing of the company.** For this purpose, we use f. ex. identity information and information about work experience and education.
- To secure that all persons entering a VSS premises are healthy and do not represent a risk to either themselves, other persons or our premises.** For this purpose, we use f. ex. Information on recent travels, symptoms of illness or exposure of ill persons in your surroundings.

The legal basis for purposes 1, 2, 3, 4, 5 and 8 is that it is necessary to fulfil and manage the employment contract with you and to fulfil our legal obligations (such as the Working Environment Act and the Vacation Act).

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Health information and other sensitive personal information we treat to the extent permitted by law or the collective agreement.

The legal basis for purpose 6 is to fulfil our legal obligations under the Accounting Act.

The legal basis for purpose 7 and 10 is our legitimate interest in ensuring the security of our systems, employees and vessels/premises and ensure that we can provide our services to our clients.

The legal basis for purpose 9 is your consent if you have given us this.

#### **Who we share the information with**

We share the information with our suppliers to the extent necessary to run the business and manage the workplace.

We also share the information with other companies in our group to the extent necessary for internal administrative purposes.

We will also share your information with the tax authorities and other public authorities to the extent that we are subject to such disclosure. You can get more information about such agreements and arrangements by contacting us.

#### **How long do we store the information**

We store personal information only as long as it follows by law, or where a special need dictates f. ex. by complaints or claims directed against us or by us.

#### **Your privacy rights**

You have several privacy rights which can be utilized by contacting us. Your rights include:

**Information.** You can contact VSS for information on how we treat personal information about you.

**Transparency.** You may receive a copy of the personal information we have about you.

**Correction.** If, after accessing your personal information, you discover that the information we have is incorrect, incomplete or inaccurate, please ask us to correct the information.

**Deletion.** You are basically entitled to ask us to delete the information we hold about you. This is not an automatic right, but it can happen on certain terms. If we have a legal basis to look at the information, another law refuses us to delete them, or you do not have heavy lawful reasons for claiming deletion, we will still be able to process information about you.

**Restriction.** This right allows you to require that VSS temporarily suspend the use of your personal information. You may require it if you believe that the information we have is inaccurate or we do not have sufficient grounds for processing the information. We will then stop processing until we have investigated your objections.

**Data portability.** If VSS processes your personal information based on your consent or an agreement VSS has with you, and the processing is performed automatically (for example, data is

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calculated automatically or machines analyse the information), you may require us to transfer more of your personal information to you or a third party.

**Objection.** If you are in a particular situation that causes VSS processing of your personal information to pose special challenges to you, you can protest against the company's treatment. If your interests are heavier than the company, we will no longer process your personal information.

### **E-mail access**

We can provide email insights and access to your personal area in your corporate network and activity logs if it is necessary to safeguard your daily operations or other legitimate interests at the business, or by reason of suspicion that your use of mailboxes or other electronic equipment causes a serious breach of the duties arising from the employment relationship or may provide grounds for termination or termination. If so, we will follow the legal procedures for this.

### **Contact**

If you want to make use of your privacy rights, you can contact the data controller at the company. We will process your inquiry without undue delay and no later than one month after we receive the request.

You can use the following contact information:

E-mail address: [info@vikingsupply.com](mailto:info@vikingsupply.com)

Address:      Viking Supply Ships  
                  Att. Privacy  
                  PO Box 204  
                  N-4662 Kristiansand  
                  Norway