

PERSONAL DATA PROTECTION DECLARATION FOR EXTERNAL CONTACTS

Processing of personal data in Technology Centre Mongstad DA

We will be processing personal data when you are using our website, and/or you are contacting us in connection with an interest for testing/verifying carbon capture technology or delivery of advisory services to carbon capture projects. Information about which data is being collected, why we do this and your rights in accordance with the processing of the personal data is shown below.

The data controller for personal data is Technology Centre Mongstad DA c/o the CEO. Should you have any queries regarding our processing of your personal data, please contact us at:

Address:	Mongstadveien 71
E-mail:	post@tcmda.no
Telephone:	95 97 24 62
Organization number:	819 334 552

1. Why are we collecting personal data and what type of information are we collecting?

We collect and use your personal data for different purposes depending on who you are and how we came in contact with you. The following personal data is collected for the listed purposes:

- i. Agreements for testing/verifying carbon capture technology and advisory services. Personal data is normally related to the customer contact person(s). Customers are encouraged not to submit personal data exceeding what Technology Centre Mongstad requires to process the application. Only data submitted by the customer is stored.
The personal data is recorded, archived and managed pursuant to the General Data Protection Regulation (GDPR) article 6 no. 1. letter a, b, and c.
- ii. Enquiries and offers from external suppliers. All documents in connection with tenders are archived on a continuing basis. Offers received, agreements, call-offs and invoices may contain personal data in the form of CVs and references etc. Personal data is normally related to contact person(s) and/or key persons offered to solve a task. The personal data is recorded, archived and managed pursuant to the GDPR article 6 no. 1. letter b and c in order to follow up on procurements in accordance with agreements entered into, as well as serving as documentation on compliance with the procurement regulations.

- iii. The recipients' e-mail addresses are recorded for sending information about the Technology Centre Mongstad business pursuant to GDPR article 6 no 1. letter a by arrangement with the recipient.
- iv. For answers to enquiries received by us, the name, telephone number, e-mail address and any other personal data included in the enquiry are recorded. The personal data is recorded and managed pursuant to GDPR article 6 no. 1 letter f based on a balancing of interests. In our evaluation we have found that this is often necessary for us to assist you with your enquiry.
- v. Enquiries received about a position within Technology Centre Mongstad are registered with attachments pursuant to GDPR article 6 no. 1. letter a based on the consent of the sender.
- vi. The following information is stored by Technology Centre Mongstad for the purpose of registration and management of external contacts:
 - Contact information (first name, surname, e-mail, telephone number, title, employer, internet address, tag and postal address)
 - Where we met - one tag or more
 - Whether you intend to visit our test facility or have already visited it
 - Contact history between you and Technology Centre MongstadThe personal data is recorded and managed pursuant to GDPR article 6 no. 1. letter a by arrangement with the individual registered.
- vii. Technology Centre Mongstad records the name, company and times of their visits. The purpose of the recording is access control and an overview of who is in the building in order to evacuate individuals in the event of a fire or other incidents where this becomes necessary. The personal data is recorded and processed pursuant to GDPR article 6 no. 1. letter f.

2. Disclosure of personal data to others

We will not disclose your personal data to others unless there is a legal basis for such disclosure. Examples of such a basis will normally be an agreement with you or a legal basis requiring us to disclose the information.

Technology Centre Mongstad uses data processors to collect, store or otherwise process the personal data on our behalf. We have entered into an agreement in order to safeguard information security at all stages of the processing in such cases. Currently we use the following data processors:

- Technology Centre Mongstad has entered into an agreement with a supplier responsible for IT operations. In order to carry out its task the operational supervisor requires information on employees and external parties in order to authenticate and provide access to the information in Technology Centre Mongstad's IT systems. Information is required on the people using the systems in order to uniquely identify a user as well as providing the right services.

All processing of personal data within and on behalf of Technology Centre Mongstad takes place within the EU/EEA area.

3. Storage time

We store your personal data as long as it is necessary for the purposes for which the personal data has been collected.

This means, for example, that the personal data we process based on your consent will be deleted if you withdraw your consent.

4. Security

Technology Centre Mongstad is concerned that no unauthorized individual gains access to personal data. Therefore, in order to prevent this, technical and organizational measures have been implemented in collaboration with an external company. Security for both physical and electronic storage has been established in addition to other security measures. Employees, consultants and board members are under an obligation of confidentiality regarding the information they receive in connection with their work or honorary positions within the company.

5. Your rights when we process your personal data

You have the right to demand access to, correction or deletion of your personal data. In addition, you have the right to demand limits to processing, state your objection against the processing and demand the right of data portability. You can find more about the content of these rights at the Data Inspectorate's website: www.datatilsynet.no.

To use these rights, you can forward a request to "post@tcmda.com". We will respond to your enquiry as soon as possible and at the latest within 30 days.

You will be asked to confirm your identity or to provide further information before we allow you to use

your rights towards us. This is being done to ensure that we are only providing access to your personal data for you and not to someone pretending to be you.

You may at any time withdraw your consent for us to process your personal data. Sending a request to “post@tcmda.com” is the simplest way of doing this.

6. Complaints

You may lodge a complaint with the Norwegian Data Protection Authority if you believe our personal data processing does not conform to the processing we have described here or that in some other way we are in breach of the Data Protection Legislation.

Information about how to contact the Norwegian Data Protection Authority is found on its website: www.datatilsynet.no.

7. Amendments

We reserve the right to update this personal data protection declaration if there is a change in our services or the regulations concerning Technology Centre Mongstad and our processing of personal data. We will inform you of these changes if we are in possession of your contact details. Otherwise, updated information is easily available on our website.