



Privacy Notice

Last updated March 2019

Your information will be held by Common Data Access Limited ("CDA") of 6th Floor East, Portland House, Bressenden Place, London, SW1E 5BH. The company was established by industry in 1995 with the aim of sharing the costs and importantly also the benefits associated with managing subsurface Exploration and Production data through collaborative working. CDA is a wholly-owned subsidiary of Oil & Gas UK.

CDA is committed to protecting and respecting your privacy. Our Privacy Notice explains:

- What information we collect and why we collect it
- How we use that information
- Our legal basis for processing
- Who we share personal information with
- How long we hold personal data
- Your rights in relation to your information

Information that we collect

We may collect, store and use personal information about you from these sources:

- **Information you give to us.** For example, when you register as a user in UKOilandGasData.com or place an order within the UK NDR (available at <https://ndr.ogauthority.co.uk>), when you talk to us on the phone or at a meeting or event, in e-mails and letters, in surveys, when you use our cdal.com website. We typically collect name, e-mail address, company name, job title and contact telephone number
- **Information we get when you use our services.** We collect information about the services that you use and how you use them for example, when you download well or seismic data or book a space at an event. Website usage information is collected using IP addresses and cookies.
- **Information we receive from other sources.** We collect information from UKOilandGasData.com company administrators when they register colleagues as users. We typically collect name, e-mail address job title and contact telephone number.

If you do not provide personal information

Where we need to collect personal information by law, or under the terms of a contract we have with you and you fail to provide that personal information when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with services). In this case, we may have to cancel the service you have with us but we will notify you if this is the case at the time.



How do we use the information that we collect

At CDA we are committed to protecting and respecting your privacy and we will only use your personal information:

- to manage our relationship with you, including membership services;
- to provide and improve our services to you;
- to compile anonymous statistics, for example UKOilandGasData.com usage statistics;
- to inform you about our seminars and events;
- to fulfil our legal obligations;
- to process and respond to enquiries;
- for other legitimate business purposes.
- to enable your use of the services available as a member of CDA or Oil & Gas UK.
- to send statements and invoices to you, and collect payments from you;

Our legal basis for processing personal information

We will only process your personal information when we have a lawful basis for doing so. Our lawful basis will be one or more of the following:

- To fulfil a contract
- When it is our legal duty; or
- When it is in our legitimate interest.

A legitimate interest is when we have a business or commercial reason to use your information but even then, it must not unfairly go against what is right and best for you. Our legitimate interests are as follows:

- For the provision of data management services, for example, through the submission and download of well and seismic data via the UKOilandGasData.com or UK NDR website.
- to provide our membership offering to Oil & Gas UK member companies, prospective members and their employees;
- The publication of standards and good practices for subsurface data management through the CDAL.com website.
- to promote, manage and run events.

Who we share your personal information with and why

Please note that we may on occasion be required to share your information with third parties who provide services to us on our behalf, including but not limited to postal services, document storage facilities and IT service providers, such as cloud providers of software. CDA may disclose personal information, including the details of any downloads performed or orders placed, to the UK Oil and Gas Authority for reporting and statistical purposes. We will share personal information with law enforcement or other authorities if required by applicable law. We will not share your information with any other third party.



Transfer of your information out of the EEA

To deliver services to you, it is sometimes necessary for us to share your personal information outside the European Economic Area (EEA), for example:

- with our service providers located outside of the EEA;
- if you are based outside of the EEA; or

Such countries do not have the same data protection laws as the United Kingdom and EEA. Any transfer of your personal information will be subject to appropriate or suitable relevant safeguards. If you would like further information regarding the mechanisms used to comply with data protection laws when transferring your personal information out of the EEA, or to obtain a copy of the safeguards, please contact us (see our contact information below).

How long will we hold your personal data for?

We will keep your data only for as long as it is necessary for the particular purpose or purposes for which we hold it unless there are any legal or operational reasons to hold it for a longer period in accordance with our internal retention procedures. The retention period depends on the nature of the information. If you would like further details regarding the applicable retention period(s) which apply to your data, please contact us (see our contact information below). At the end of that period the data that we hold will be securely destroyed.

Your rights in respect of the personal data we hold about you

You have rights under data protection laws to request from us access to, rectification of, or erasure of your personal data. You also have the right to request the restriction of any processing or to object to our processing of your personal data. Finally, you have the right to data portability i.e. to have your data transferred to another data controller. Please use the contact details below to exercise your rights. You can find more information about your rights at www.ico.org.uk.

If you have any questions or concerns about how long we keep your information for, please contact us using the details below.

You have the right to lodge a complaint with the Information Commissioner in respect of our processing of your personal data. Information can be found at www.ico.org.uk.

Cookies

CDA reserves the right to collect user information via “cookies.” Cookies are text files placed by a user's browser by a web server to the user's hard disk and are an industry standard used by most major websites. They cannot be used to run programs or deliver viruses to your computer. Users have the option to set their browsers to refuse cookies but acknowledge that this may interfere with access to and use of UKOilandGasData.com, the UK NDR, and CDAL.com

CDA uses Google Analytics to analyse the use of UKOilandGasData. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on



Users/Subscribers' computers. The information generated is used to create reports about the use of UKOilandGasData. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>. Information on how to opt out of such processing is available at <https://tools.google.com/dlpage/gaoptout>.

Our contact information

If you have any queries relating to this privacy notice or the processing of your personal information, please contact us at:

- privacy@oilandgasuk.co.uk; or
- Legal Manager, Oil & Gas UK, 3rd Floor, The Exchange 2, 62 Market Street, Aberdeen, AB11 5PJ.