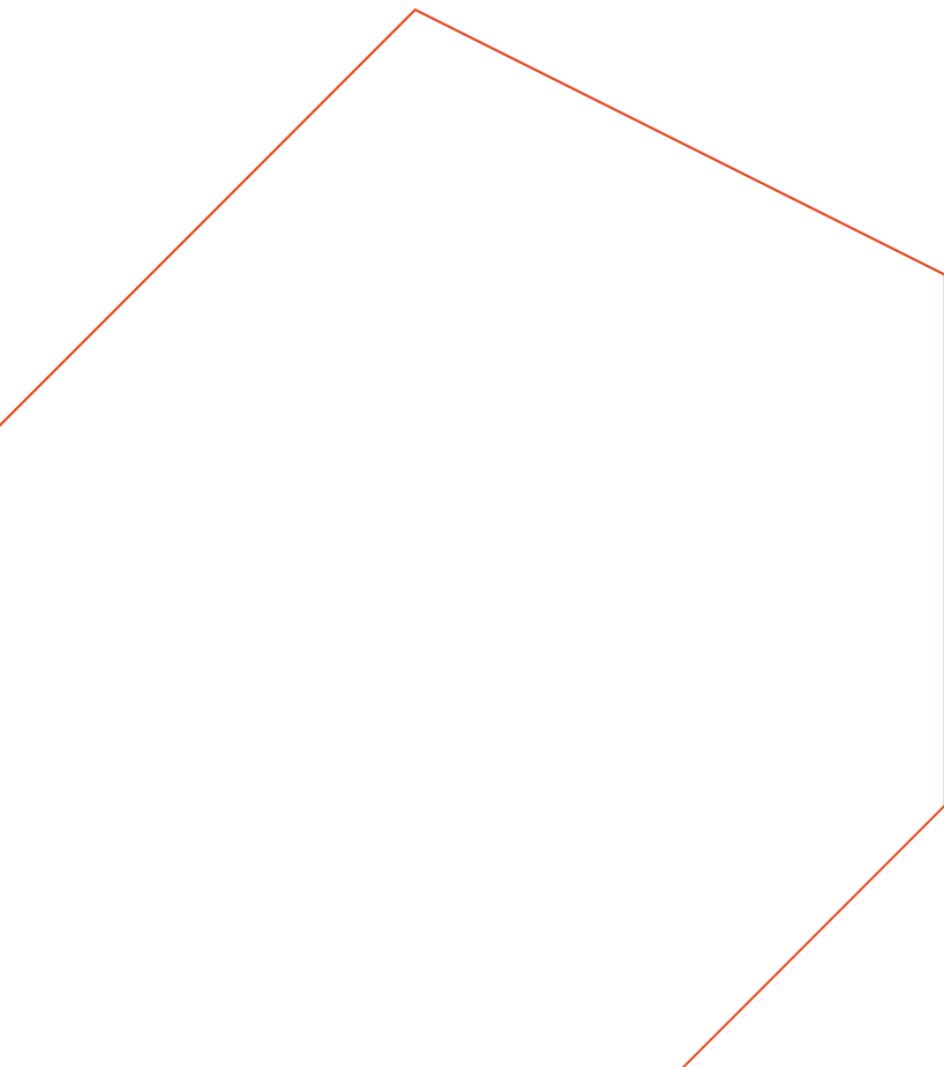




Candidate privacy notice

April 2021



Candidate privacy notice

What is the Harbour Energy candidate privacy notice?

This privacy notice details how Harbour Energy and companies within the Harbour Energy group of companies (“Harbour Energy”) process your personal information when submitted as part of a targeted job application or speculative submission of your details.

This candidate privacy notice sets out:

- the information that may be collected about you
- for what purpose that information is used, and
- how long your information will be retained

What information about you will we collect and use?

When submitting your details in response to a specific job opportunity or speculatively, we may collect:

- **Personal contact details** – such as your name, title, address, telephone and email.
- **Qualifications** – details of your qualifications, skills and applicable licences.
- **Employment history** – information about your current and past employment, such as your role, level of remuneration and benefits.
- **Reasonable adjustments** – whether you have a disability for which the company needs to make reasonable adjustments during any recruitment process.
- **Working entitlement** – information about where you are entitled work (such as checking work visas).
- **Equal opportunities monitoring** – with your consent, we may ask details about your ethnicity, gender identity, sexuality, age and nationality, and
- **Recruitment results** – copies of interview notes and/or any testing you may be required to complete.

If your application is successful, we may also collect:

- **Contractual information** – such as all information needed to begin your employment (payroll, tax etc).
- **Copies of identity documents** – your passport or any other valid government-issued identity document.
- **Confidential references** – we may contact your previous employers to obtain a confidential employment reference.
- **Criminal history** – in certain positions, we are required to collect details of convictions; you will be informed of this if the role you apply for is regulated in this way, and
- **Pre-screening** – this can include, but is not limited to, verifying all information submitted as part of the recruitment process and/or checking your details against government-issued sanctions lists and media sources.

How and why will Harbour Energy use your personal information?

We need to process data in order to take appropriate steps in our recruitment process. We will only ever collect the information that is required for each stage of the recruitment process.

We have a legal obligation to collect certain information, including checking your eligibility to work in the country where the position is based.

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We have a legitimate business interest in processing your information in order to manage our recruitment processes effectively and lawfully. By processing information from job applicants, we can manage recruitment processes, assess and confirm your suitability for employment and make decisions on job offers.

As part of our recruitment process, we may also ask for some special categories of information about your ethnic origin, sexual orientation, health or religious beliefs. This information is collected for equal opportunities monitoring and it is your decision on whether to provide it. If you chose not to, you would suffer no detriment as a consequence.

How long do we store your information?

If successful in your job application, your information will be used by our Human Resources team to create an employment file. At this stage, a copy of the employee privacy notice will be available to you.

If unsuccessful, we will store your details for up to two years with your consent. We do this to inform you if other suitable positions become available. We may also use the information in defence of any legal claims.

Where will we keep your information?

The information we collect on you will be stored in a range of different places, including on your application record, in Human Resources files and systems and other IT systems, such as email.

How do we protect data?

Harbour Energy has implemented both operational and technical controls and internal policies to ensure that your information is not lost, accidentally destroyed, misused or disclosed.

Your information is only seen by those involved in the recruitment process. Where an offer is made, we may use third parties for the pre-screening process. Details of this will be given to you at the time.

Use of social media

Harbour Energy has several social media pages, such as LinkedIn, Twitter, Instagram and Facebook. When you interact with us via social media, we may receive details of your visit to our page or we may receive information such as your name, your profile picture etc. You may also be able to indicate your interest in vacancies, such as 'liking' a job advert to obtain further details or submitting your application via the social media platform.

You are in control of your information when using social media sites. Each site has privacy settings which controls what data you share and with whom.

Harbour Energy does not track your activity across different social media platforms.

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Your rights

Your rights may vary depending on your country of residence, however, in general you have the:

- **Right to be informed** – you have the right to be informed about how we use your information.
- **Right of access** – you can request access to the personal information we hold about you.
- **Right to rectification** – where information about you is incorrect, inaccurate or incomplete, you have the right to ask for it to be corrected.
- **Right to restrict or object to processing** – in some circumstances, you have the right to restrict and limit or object to the processing of your personal information.
- **Right to erasure** – you have the right to ask us to erase any personal data we hold on you. We will observe this right where there is no other legal basis for us to retain your data.
- **Right to complain** – you are able to escalate any complaint to the Harbour Energy Data Protection Officer by emailing DPO@Harbourenergy.com. In the event you are not satisfied with our response, you have the right to contact the Data Protection Regulator in your country of residence (the Data Protection Officer will provide this on request).

Who to contact if you have any questions?

Should you have any further questions about the use of your personal information, please contact your Human Resources representative.

Changes to this privacy notice

This candidate privacy notice may be changed over time. You are advised to regularly review this candidate privacy notice for possible changes.