



# GDPR-06 Vissim Privacy Notice

## 1 GENERAL

Vissim AS, a company registered in Norway, organization number 946 671 975 and address at Storgata 34, 3182 Horten, and its subsidiaries (collectively “Vissim”, “we”, “us” or “our”) care about your privacy and are committed to processing your personal information in accordance with fair information practices and applicable data privacy laws.

This Privacy Notice explains how we handle individuals’ personal information in the different locations where we operate. Personal information is all information relating to an identified or identifiable individual.

## 2 HOW AND WHERE WE COLLECT PERSONAL DATA

We collect personal information in a variety of ways through our normal business activities, in both online and offline contexts. This includes, for example, when entering into agreements or communicating with us, when submitting a job application or visit and use our websites or software. We also receive personal information from our customers and suppliers in order to enter into business relationships and to perform services. We may also receive personal information from third parties, including public databases, social media platforms, or third party partners such as analytics or marketing service providers.

## 3 WHAT PERSONAL DATA WE MAY COLLECT?

Personal information that we collect from individuals may include:

- Contact Information that allows us to communicate with you, such as your name, job title, telephone numbers, email address (or other address) that allow us to send you messages and information.
- Information that helps us do business with you, such as the types of products and services that may interest you, product preferences, languages, marketing preferences and demographic data.
- Information that helps us do recruitment process with you, such as your name, contact information, application, CV and information provided by you and your references during a recruitment process.
- Security and Compliance Information that helps us to secure our interests, including information for conflict checks, fraud prevention and internal verification, as well as information necessary for the security of our premises.

## 4 PURPOSES FOR WHICH WE PROCESS PERSONAL DATA

We use personal information in the context of our normal business activities, which includes the following purposes:

- Fulfilling our contracts for purchase of products or services and related activities, such as product and service delivery, customer service, account and billing management, support and training and to provide other services related to your purchase.

- Managing our contractual obligations and your ongoing relationship with us, including interacting with you, informing you about our products or services, as well as special offers and promotions.
- Selecting a suitable job applicant.
- Ensuring the security of our websites, networks and systems, and premises, as well as protecting us against fraud.
- Managing our everyday business needs, such as payment processing and financial account management, product development, contract management, website administration, fulfillment, corporate governance, audit, reporting and legal compliance.
- Answering to inquiries submitted through online forms in our website.

## 5 LEGAL BASIS FOR OUR PROCESSING OF PERSONAL DATA

These processing operations are based on one of the following legal bases, as applicable:

- the need to process your personal information for contract performance or to take steps to enter into a contract with you
- Vissim's legal obligations
- Vissim's legitimate business interests, including operating our business properly, marketing and improving our services, protecting against fraud and other liabilities, ensuring compliance and our ability to assert legal defenses, guaranteeing the security of our networks and systems, and protecting our assets, and
- in some specific circumstances, your consent.

When you visit our websites, submit a job application or otherwise request us to provide a service, we will notify you when information is required to provide our services or as required by law. Where your personal information is required, we may be unable to provide you with our services unless you provide us with the relevant information.

## 6 HOW WE PROTECT PERSONAL INFORMATION WE PROCESS ON BEHALF OF OUR CUSTOMERS

In some instances, we process personal information on behalf of our customers as a service (in a data processor capacity). We collect and process this personal information only as instructed by our customer and will not use, or disclose it for our own purposes.

We maintain information security controls to protect your information and will only disclose or transfer the personal information as instructed by the customer or to provide the requested service. Unless otherwise instructed by the customer, we treat the personal information we process on behalf of our customers in line with our commitments on disclosure and transfer as set forth in this notice.

## 7 HOW WE MANAGE PRIVACY ON OUR WEBSITES

### 7.1 Data provided voluntarily by you

You may provide certain information voluntarily on our websites for a determined purpose, e.g., any information entered when expressing an interest in being contacted. Such data may include personal contact information, such as name, company name, phone number, email and any other information provided by you. We use that data collected to contact you. For that purpose, we may share the data to other companies of our group or to external partners where necessary to reply to your questions.

### 7.2 Cookies, usage data and similar tools

When you visit our websites, we and/or our webspace provider collect certain information by automated means, using technologies such as cookies, pixel tags, browser analysis tools, etc. For more information regarding the cookies, usage data and similar tools we use, please refer to our [Cookie Notice](#).

### 7.3 Do Not Track Requests

Some browsers have incorporated features that can send a signal to websites you visit to notify those sites that you elect not to be tracked (a “Do Not Track” signal). We currently do not respond to web browser Do Not Track signals because a uniform technological standard has not yet been developed. To learn more about browser tracking signals and Do Not Track please visit <http://www.allaboutdnt.org/>.

### 7.4 Linked sites

We may provide links to third parties' websites (“linked sites”) from our websites. Linked sites are not necessarily reviewed, controlled or examined by us. Each linked site may have its own terms of use and privacy notice, and users must be familiar and comply with all such terms when using linked sites. We are not responsible for the policies and practices of any linked site, or any additional links contained in them. These links do not imply our endorsement of the linked sites or any company or service and we encourage users to read these linked sites’ terms and notices prior to using them.

### 7.5 Children

Our websites, products and services are not directed at children and we do not use our websites to knowingly solicit personal information from or market to children. If we learn that a child has provided personal information through an online form in our websites, we will remove that information from our systems.

## 8 SECURITY MEASURES FOR PROTECTING PERSONAL INFORMATION

We apply appropriate technical, physical and organizational measures that are reasonably designed to protect personal information against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access, in particular where personal information is transferred over a network, and against all other unlawful forms of processing. Access to personal information is restricted to authorized recipients on a need-to-know basis. We maintain a comprehensive information security program that is proportionate to the risks associated with the processing. The program is continuously adapted to mitigate operational risks and to ensure the protection of

personal information taking into account industry-accepted practices. We will also use enhanced security measures when processing any sensitive personal information.

## 9 SHARING PERSONAL DATA WITH THIRD PARTIES

We may use third parties to provide or perform services and functions on our behalf. This includes our service partners such as the provider of hosting services for our platform and service partners. We may make personal information concerning individuals available to these third parties, as necessary, to perform these services and functions. Any access to that personal information will be limited to the purpose for which the information was provided.

We may also make personal information concerning individuals available to public or judicial authorities, law enforcement personnel and agencies as required by law, including to agencies and courts in the countries where we operate. Where permitted by law, we may also disclose such information to third parties (including legal counsel) when necessary for the establishment, exercise or defense of legal claims or to otherwise enforce our rights, protect our property or the rights, property or safety of others, or as needed to support external audit, compliance and corporate governance functions.

Personal information may be transferred to a party acquiring all or part of the equity or assets of Vissim or its business operation in the event of a sale, merger, liquidation, dissolution, or sale or transfer of the substantial assets of Vissim or any of its business operations. We may also transfer and share such information to our affiliates within the Vissim group, in compliance with applicable law.

## 10 INTERNATIONAL TRANSFERS OF PERSONAL DATA

The third parties, subsidiaries and affiliates to whom your personal information can be disclosed may be located throughout the world (unless otherwise specified in the relevant data processing agreement between Vissim and your company); therefore, information may be sent to countries having different privacy protection standards than your country of residence.

If you are a resident of the European Economic Area (“EEA”), we may transfer your personal information to countries that have not been found by the European Commission to provide adequate protection. In such cases, we take measures necessary to ensure that your personal information receives an adequate level of protection (e.g. Standard Contractual Clauses (SCC) for data transfers between EU and non-EU countries published by the European Commission / binding company rules / a code of conduct approved by the relevant supervisory authority / according to official safety certifications) / consent of the data subject).

## 11 YOUR PERSONAL INFORMATION RIGHTS

**Access, Correction and Transmission.** You may reasonably access the personal information pertaining to you. You also have the right to request to correct incomplete, inaccurate or outdated personal information. To the extent required by applicable law, you may request the transmission of the personal information you have provided to us to you or another company.

**Objection.** We respect your right to object to any uses or disclosures of your personal information that are not (i) required by law, (ii) necessary for the fulfillment of a contractual obligation, or (iii)

required to meet a legitimate need of Vissim (such as general administration disclosures for auditing and reporting purposes or internal investigations, management of network and information systems security, and protection of Vissim's assets). If you do object, we will work with you to find a reasonable accommodation. You may also withdraw your consent at any time in relation to our processing of personal information based on your consent.

**Deletion.** You may also request the deletion of your personal information, as permitted under applicable law. This applies, for instance, where your information is outdated or the processing is not necessary or is unlawful; where you withdraw your consent to our processing based on such consent; or where we determine we should accommodate an objection you have raised to our processing. In some situations, we may need to retain your personal information pursuant to our legal obligations or for the establishment, exercise or defense of legal claims.

**Restriction of processing.** You may request that we restrict processing of your personal information while we are processing your request or complaint pertaining to (i) the accuracy of your personal information, (ii) the lawfulness of the processing of your personal information, or (iii) our legitimate interests to process this information. You may also request that we restrict processing of your personal information if you wish to use the personal information for litigation purposes.

You may exercise these rights free of charge. However, Vissim may charge a reasonable fee if a request is manifestly excessive, in particular because of its repetitive character. In some situations, Vissim may refuse to act or may impose limitations on your rights if, for instance, your request is likely to adversely affect the rights and freedoms of others, prejudice the execution or enforcement of the law, interfere with pending or future litigation, or infringe applicable law. In all cases, you have a right to file a complaint with a Data Protection Authority.

## 12 CONSENT AND OPT-OUT CHOICES

By providing personal information to us, you understand and agree to the collection, processing, international transfer and use of such information as set forth in this Privacy Notice. Where required by applicable law, we will ask your explicit consent.

You may always object to the use of your personal information for direct marketing purposes, including related profiling activities. Also, in case you have specific reasons that relate to your particular situation, you may object to Vissim's processing of your personal information on the basis of our legitimate interests. In such cases we will investigate your request and notify you as to how we intend to resolve it. You may withdraw any consent previously granted for a specific purpose, free of charge by clicking on relevant website links, following the directions contained in an email or by contacting our Data Privacy Officer at [privacy@vissim.no](mailto:privacy@vissim.no).

Please note that if you choose to withdraw your consent, you may not be able to participate in or benefit from the programs, services and initiatives for which you provided consent.

## 13 DATA RETENTION

We will retain your personal information as long as necessary to achieve the purpose for which it was collected, usually for the duration of any contractual relationship and for any period thereafter as legally required or permitted by applicable law. Our retention policies reflect applicable local statute of limitation periods and legal requirements.

## 14 HOW TO IDENTIFY THE RESPONSIBLE VISSIM ENTITY

To identify the Vissim entity responsible for the processing of your personal information, you can ask your Vissim business contact, consult the list of our locations on Vissim public websites or contact our Data Privacy Officer at [privacy@vissim.no](mailto:privacy@vissim.no).

## 15 HOW TO CONTACT US AND EXERCISE YOUR RIGHTS

If you would like to communicate with us regarding privacy issues or have questions, comments or complaints, or for the exercise of your rights, please contact our Data Privacy Officer at [privacy@vissim.no](mailto:privacy@vissim.no) or Vissim AS, Storgata 34, 3182 Horten, Norway.

## 16 MODIFICATIONS TO OUR PRIVACY NOTICE

We reserve the right to change, modify, and update this Privacy Notice at any time. Please check periodically to ensure that you have reviewed the most current notice.

## 17 ADDENDA FOR CERTAIN SERVICES

We have extended the Privacy Notice with specific information for users of our software Offshore Energy Manager ("OSEM"). You can find this complementary notice through the link within OSEM.