

ASC PRIVACY NOTICE FOR SUPPLIERS

Last Updated: March 14, 2019

At **Aramco Services Company** (“ASC” or “we”), your privacy is important to us. We have prepared this Privacy Notice to provide suppliers and potential suppliers (collectively, “you”) with information about our privacy practices. This Privacy Notice applies only when you access ASC supplier websites or online service that link to or refer to this Notice (each, a “**Supplier Site**”) or otherwise provide ASC your information.

If you intend to provide us with personal information about other individuals (e.g., your colleagues), you must provide a copy of this Privacy Notice to the relevant individuals, directly or through your employer.

This Privacy Notice does not apply to information collected through other websites or online services. When visiting any other websites, please review and familiarize yourself with their relevant privacy policies.

1. What information we collect

We may collect information about you, along with information about your business or company. The personal information we collect includes, for example:

- Contact names and job titles;
- Contact details (such as business telephone numbers, email address, address);
- Information about qualifications (such as license information, resumes, references);
- User login data;
- Financial information (such as bank account details); and
- Other information that you provide ASC that contains personal information.

We may also collect information about your use of the Supplier Sites. For example, we may collect:

- Device information (e.g., your IP address or the settings of the device you use to access a Supplier Site); and
- Usage information (such as how you are using a Supplier Site), which we collect, in part, through the use of technologies such as cookies and similar tracking technologies.

As permitted by law, we may also receive information about you from publicly and commercially available sources, such as public business records and government records. We may combine this information with other information we receive from or about you, for example, to verify the truthfulness of information that you have provided.

2. How we process and use your personal information

We process and use your personal information to help us decide whether to buy goods or services from you, to communicate with you, to fulfill our obligations to you, and to comply with applicable laws and regulations. For example, we process and use personal information:

- For business execution and administrative purposes, such as evaluating and screening potential suppliers, registering you or your business, managing our relationship with you and your employer, and performing our contractual obligations to you (e.g., processing of payments);
- For organization and management of our business, such as operating, analyzing, and improving our supplier relationships and business processes, analyzing use of and improving the Supplier Sites, and monitoring and preventing fraud;
- To communicate with you and your employer; and
- For legal and/or regulatory compliance including litigation and defense of claims.

We also may use your personal information as we believe is necessary or appropriate to protect, enforce, or defend the legal rights, privacy, safety, or property of ASC and its affiliated companies, the Supplier Sites, our employees or agents, or other users and as otherwise required or permitted by law.

Note that registration with a Supplier Site does not guarantee any future business with us.

3. How we might share your personal information

We may share your personal information with third parties where:

- Where necessary or appropriate to manage our supplier relationships;
- With third-party service providers that we use to support our business (e.g., hosting services);
- Within our family of affiliated companies, such as with our parent company and with its subsidiaries and corporate affiliates;
- When we have a public or legal duty to do so (e.g., assisting with detection of crime, regulatory reporting, litigation, or defending legal rights) or to a competent public authority, government, or regulatory agency;
- To enforce or apply any agreements we have with you or otherwise to protect or defend our or our affiliates' or employees' rights, interests, safety, and security;
- In the event of a reorganization, merger, divestment or other sale of some or all of our assets or stock, or in connection with a bankruptcy reorganization; or
- When we have permission from you or your business or company

We also may share other information with third parties in a manner that does not identify particular visitors, including, for example, aggregate information about how the Supplier Sites are used.

4. Online tracking

We and third parties that provide content or functionality on the Supplier Sites may use cookies and similar tracking technologies to facilitate administration and navigation on the Supplier Sites, to better understand and improve the Supplier Sites, and to provide you with a customized online experience.

Cookies. Cookies are small files that are placed on your computer when you visit a website. Cookies may be used to store a unique identification number tied to your computer or device so that you can be recognized as the same user across one or more browsing sessions, and across one or more sites.

Most browsers are initially set up to accept cookies. Your browser or device may offer settings that allow you to choose whether browser cookies are set and to delete them. For example, you may be able to configure your browser not to accept cookies or to notify you when a cookie is being sent. For more information about whether these settings are available, what they do, and how they work, visit your browser help material. Please be aware that some features of the services may not function properly or may be slower if you disable cookies.

Web Beacons and Other Tracking Technologies. We, along with third parties, also may use other tracking technologies. For example, we may use technologies called beacons (or “pixels”) that communicate information from your device to a server. Beacons can be embedded in online content, videos, and emails, and can allow a server to read certain types of information from your device, know when you have viewed particular content or a particular email message, determine the time and date on which you viewed the web beacon, and the IP address of your device. We and third parties use web beacons for a variety of purposes, including to analyze the use of our services and (in conjunction with cookies).

Do Not Track Signals. Some web browsers may transmit “do not track” signals to the websites and other online services with which a user communicates. There is no industry standard that governs what, if anything, websites should do when they receive these signals. We currently do not take action in response to these signals. If and when a standard is established and accepted, we may revisit our policy on responding to these signals.

5. Third-party content and links

Some of the content and functionality on the Supplier Sites may be provided by third parties that are not affiliated with us. In addition, the Supplier Sites may link to third-party websites and services that are outside of our control. These third parties may use your information to improve their own services and consistent with their own privacy policies.

6. How we protect and handle your personal information

We use technical and organizational measures to protect personal information we process about you. However, please note that no data transmission over the Internet can be guaranteed to be completely secure. As a result, although we strive to protect your personal information and privacy, we cannot guarantee or warrant the security of any information you disclose or transmit to us online and cannot be responsible for the theft, destruction, or inadvertent disclosure of your personal information.

In addition, we take steps to retain personal information about you only for so long as necessary for our business purposes, as required under contract, or as required by or permissible under applicable law.

7. International data transfers

Please be aware that information you provide to us or that we obtain as a result of your use of a Supplier Site may be collected in your country and subsequently transferred to the United States, the Kingdom of Saudi Arabia, or to other countries in accordance with applicable law. The laws on processing such information in these locations may be less stringent than in your country and information may be subject to lawful access by U.S. courts, law enforcement, and governmental authorities. By using a Supplier Site, you consent to the collection, international transfer, storage, and processing of your information.

8. Your rights

You may have certain rights as a data subject under local law. For example, you may have the right to access or delete personal information.¹ The Supplier Sites may provide you direct access to view, update, correct, and/or delete your data. If this functionality is not available or you would otherwise like to exercise your legal rights, please contact us at supplierrelations@aramcoservices.com. We will respond to requests in accordance with applicable law and subject to legal and contractual restrictions.

9. Changes to this Privacy Notice

We may modify this Privacy Notice from time to time. Any changes to the Privacy Notice will become effective when the updated policy is posted on the Supplier Sites. We recommend that you revisit this Privacy Notice periodically to ensure that you are aware of our current privacy practices, although we may also elect to notify you by e-mail or by posting something on some or all of the Supplier Sites. Your continued use of a Supplier Site following the posting of changes will mean that you accept the Privacy Notice and any changes.

10. Contact us

The accuracy of your information is important to us. In many cases, you or an administrative contact for your business will be able to directly update or change your information by logging onto the Supplier Sites. If you would like to exercise rights you have under local law to access, rectify, or delete your information, please contact us at the contact information below.

¹ These rights can include the right to: (1) access, correct, erase, restrict or object to data processing; (2) anonymization, blocking, or deletion of unnecessary or excessive data or data processed in noncompliance with the applicable law; (3) data portability; (4) withdraw consent; (5) petition applicable governmental entities regarding the use of his or her data; and (6) information about the possibility of denying consent and the consequences of such denial.

ASC Supplier Data Privacy Notice – March 14, 2019

If you have any questions regarding this Privacy Notice, please contact ASC Supplier Relations at:
strategicprojects@aramcoservices.com