

# Data Privacy Notice

Aramco Asia Singapore Pte. Ltd. (hereinafter referred to as “**Aramco**”, or “**we**”, or “**us**”, or “**our**”) is committed to complying with all applicable laws and regulations regarding personal information protection. We will take all reasonable and practicable steps to safeguard the personal information provided by you from unauthorized access, processing, erasure during the process of collection, storage, use and transfer. This data privacy notice is intended to inform you about your and Aramco’s rights and obligations in relation to the personal information provided by you, and explicitly indicate the purposes, means and scope of collecting and using such personal information.

## 1. General

Upon sending or submitting your personal information (hereinafter “**Personal Information**”) to our recruiting website, group/team Aramco email address or sharing your information with Aramco employee(s) or headhunting companies engaged by Aramco for recruiting services, you are deemed to fully understand and expressly agree and accept the terms and conditions of this notice.

## 2. Personal Information

We may collect certain Personal Information from you, which includes but not limited to:

- (a) Name, gender, address, date and place of birth, nationality, marital status & marriage certificate (and dependents in applicable);
- (b) Identification card number and/or passport number, and dependents in applicable (if necessary) ;
- (c) Email box, phone or cell phone number, and/or other contact information;
- (d) Diploma and certificate, transcript, letter of reference;
- (e) Proof of employment from previous employers (such as, letter of employment, employment contract, or last pay slips);
- (f) Physical check report;
- (g) Other information permitted under applicable law.

## 3. Usage

In general, the information that you provide to Aramco is collected, kept and processed for the purposes of on-line assessment, interview and employment. Specific purposes for collecting your information include, but are not limited to:

- (a) Identifying, screening, assessing and selecting candidates to be considered for potential hiring by Aramco;
- (b) Verifying the truthfulness of candidate information through submitted and publically available information about candidate;
- (c) Facilitating interview and execution of labor contract;
- (d) Applying for appropriate visa, work permit, residence permit, etc.,
- (e) Necessary internal record retention;
- (f) Other purposes directly relating to recruitment.

#### **4. Personal Information Minimization**

Aramco will only collect, use, process and store the minimum amount of Information which is necessary for the above purposes.

#### **5. Storage**

Aramco will keep and store your Information for a period of five (5) years. During this period, all your Information provided to Aramco will generally be kept confidential and only the employee(s) who need to know your Information will be authorized to access the Information. Aramco will securely delete your information after five (5) years.

#### **6. Security**

Aramco will use commercially reasonable safeguards to protect and secure your Information, and use reasonable efforts to obtain the agreement of our affiliates and third-party service providers to take steps to protect the confidentiality, security and integrity of the Information we share with them. However, no electronic data transmission or storage of Information can be guaranteed to be 100% private and secure.

#### **7. Disclosure**

Aramco will not disclose, share, sell or otherwise use your Information without your consent, except to the extent required by law, provided however, where necessary or appropriate for the purposes of data storage or processing, or evaluating and improving our performance, or maintaining the cybersecurity of the company's network, we may share your Information with:

- (a) Aramco's affiliates registered in Saudi Arabia, Japan or other countries or areas under conditions of confidentiality and similar levels of security safeguards;
- (b) Other necessary and appropriate sub-contractors or third party service or product providers for visa application or relocation; and
- (c) Any person to whom Aramco is compelled or required to do so under law or in response to a competent or government agency, security exchange or industry regulators.

For the purpose of facilitating the management of Aramco's global human resource, your personal information will be uploaded and stored in Aramco's global human resource database, i.e. Kenexa, which can be accessed by Aramco's affiliates registered in Saudi Arabia (e.g. Saudi Arabian Oil Company), Japan (i.e., Aramco Asia Japan K.K.) or other countries or areas. If you have any query on this, you can get more information by sending your question to the email box mentioned below.

Aramco may preserve, and has the right to disclose any Information without your prior permission if Aramco has a good faith belief that such action is necessary to: (a) protect and defend the rights, property, or safety or security of Aramco or its affiliates, or the public; (b) respond to claims of suspected or actual illegal activity or security threat or emergency; (c) verify or enforce our terms & conditions or other applicable policies; (d) comply with applicable law, regulation, legal process, or government requests.

#### **8. International Transfer**

Aramco will conduct necessary security assessment when transmitting your Information overseas according to applicable laws and regulations.

#### **9. Your Rights**

Under applicable laws, you have certain rights in connection with your Information held by Aramco. You may:

- (a) Request access to your Information;
- (b) Request that Aramco specify or explain its policies and procedures in relation to your Information handled by Aramco;
- (c) Request that Aramco correct any Information that is inaccurate, incomplete or out-of-date;
- (d) Restrict or object the processing of your Information;
- (e) Withdraw, in whole or in part, your consent given previously (in such case, Aramco may not be able to continue the recruiting process); and
- (f) Request the erasure of your Information under certain circumstances.

The person to whom written request(s) for access to Information or correction and/or deletion of Information or for information regarding policies and procedures and types of Information handled by Aramco is:

Attn: Aramco ATA Department

Email: [AAS-Talent-Acquisition@aramcoasia.com](mailto:AAS-Talent-Acquisition@aramcoasia.com)