



DRILCORP

**PRIVACY
POLICY**



PRIVACY POLICY

DRILCORP LTD RESPECTS YOUR PRIVACY

Drilcorp Ltd recognises its legal duties to comply with the General Data Protection Regulations and associated legislation. In addition, the company acknowledges its moral obligations to protect personal, confidential or sensitive data or information.

Therefore, Drilcorp Ltd is committed to full development, implementation and maintenance of technical and organisational processes to protect any data processed or retained from accidental or unlawful destruction or loss, alteration, unauthorised disclosure or access and all other forms of unlawful or non-consensual processing.

Drilcorp Ltd shall only process personal data to the reasonable extent that it is required or requested and agreed with the Stakeholder. The data shall be held for no longer than necessary for processing purposes for the company's needs or any third-party purposes.

To fulfil this commitment, the company will ensure the following are in place and maintained:

I. Identify data obtained and processing conducted

We will systematically review all business operations to identify all stakeholders (e.g. clients, suppliers, business contacts and sub-contractors) from whom we obtain or receive and subsequently process personal or confidential information. We will determine the type of data obtained, how it is processed, how it is protected and stored, for how long it is retained and the disposal arrangements. A fundamental part of this review will be establishing the legal basis for obtaining, processing and retaining this data.

Due to the nature of the business, processing of particularly sensitive data or processing of data on a large scale is unlikely. However, it is acknowledged that personal and confidential data such as name, address, bank details etc. are routinely obtained from clients and suppliers and used to facilitate service delivery, pay invoices and comply with legal obligations.



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II. Notification of processing activities and receipt of consent

Key stakeholders will be notified of the data obtained/received by Drilcorp Ltd and how that data is processed. Notification will be achieved by any suitable means such as internal briefings, policy issue, e-mail etc. Acknowledgement of the communication will be obtained to demonstrate stakeholder consent to the continued processing of the data.

III. Sharing and transferring of data

The company will not transfer or share data to any third parties unless it is simply to comply with legal duties. The company will never transfer data outside of the European Economic Area or share data with any other third parties without the prior written consent of the relevant stakeholder.

VI. Retention, storage and disposal of data

Data will be retained for as long as necessary to complete the identified processing. The arrangements will be made to ensure personal data is protected within the Company. We will follow statutory guidance on how long we will retain data for. At any time, the consent can be withdrawn to hold the personal data. Appropriate security is in place to protect our IT systems, these will be continuously monitored and review with the support of our external IT provider.

V. Reporting of breaches

If any data breaches occur, the company will ensure they are reported to the Information Commissioner's Office within 72 hours. All data breaches will be fully investigated to determine causes and corrective actions to prevent recurrence. Where necessary, relevant stakeholders will be informed of breach relating to their data.

VI. Individual rights to regarding personal data

All stakeholders have the right to request access to any personal information the company holds on them at any time. Stakeholders may request their data is



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corrected, subjected to restricted use or deleted at any time.

Individual can withdraw consent regarding the data retained, this can impact on the relationship with the company depending on the data requested to be withdrawn.

All resources necessary to fully implement and maintain this policy will be made available. The suitability and sufficiency of this policy will be subject to regular and ongoing review. Any significant changes to this policy will be suitably communicated to all stakeholders.



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