



BOHL-HRE-SUP-011 Rev 1

WEBSITE PRIVACY NOTICE

Document Owner: Claire Ballantyne

Version Originator: Claire Ballantyne

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REVISION RECORD

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1.0 INTRODUCTION

1.1 Purpose and Definitions

Welcome to Bibby Offshore Holding Limited's (BOHL) privacy notice in relation to our website at www.bibbyoffshore.com ("**Website**").

This privacy notice is issued on behalf of BOHL ("**we**", "**us**" or "**our**"), a company incorporated under company number 07188049 and have our registered office at 1 Park Row, Leeds, LS1 5AB. Bibby Group is a reference to the Bibby group of companies of which BOHL is the parent company and, where appropriate, any individual company within the Bibby Group.

This privacy notice will inform you about what data we collect from you, how we use it, circumstances where we may disclose this data to others and how we keep it secure.

We take the issue of security and data protection very seriously and strictly adhere to applicable data protection legislation. In accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 we are data controller of any personal data that you provide us.

Any questions relating to this policy and our privacy practices should be sent the Communications Department via Communications@bibbyoffshore.com where your query will be directed to the GDPR Team.

1.2 Abbreviations

BOHL	Bibby Offshore Holdings Limited
GDPR	General Data Protection Regulation
EU	European Union
EEA	European Economic Area
ICO	Information Commissioners Office



2.0 HOW WE COLLECT INFORMATION FROM YOU

2.1 Personal Information

We collect and process your personal information in the following ways:

- you may give us information about you via our Website. This may include information you provide when you contact us via the Website, including when you report a problem with our Website, or when you correspond with us for any purpose;
- you may give us information by corresponding with us by mail, e-mail (or other form of electronic communication), telephone or in person;
- by visiting our Website, we may automatically collect technical information which may form personal information;
- we may hold your data as we have previously had a relationship with you, such as a customer, supplier, ex-employee, contractor or agent;
- we may receive personal data about you from various third parties and public sources and
- from our use of CCTV.

This Website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.



3.0 WHAT INFORMATION WE COLLECT

3.1 Collection, Use, Storage and Data Transfer

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data from which an individual can no longer be identified (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- Identity Data: includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender;
- Contact Data: includes address, email address and telephone numbers;
- Financial Data: may include bank account and payment card detail;
- Technical Data: includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this Website;
- Usage Data: includes information about how you use our Website, products and services and
- CCTV Data: including video images of you from CCTV.

3.2 Why We Need This Information About You

We will only use your personal data when the law allows us to. We use the information we collect about you:

- to enable us to perform the contract we have entered with you, including provision of the services;
- to help us with understanding more about how our Website is used;
- to be able to send you communications that may be of interest to you, either electronically or otherwise;
- to be able to respond to your query;
- if required to comply with a legal or regulatory obligation;
- if necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;

- if needed to protect your interests (or someone else's interests);
- if needed in the public interest; and
- for all other purposes consistent with the proper performance of our operations.

We may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us via Communications@bibbyoffshore.com if you need details about the specific legal ground we are relying on to process your personal data.



4.0 COOKIES

We use cookies, pixels and tags (collectively “**Cookies**”) on our Website in order to help improve our Website and provide you with a more personalised web service.

Cookies are small text files, placed on your hard disk by a web page server. They are uniquely assigned to you, and can only be read by a web server in the domain that issued the Cookie to you.

We use encrypted information gathered from Cookies to improve your online experience with us.

We use per session Cookies which are deleted when you leave our Website. They help keep track of your progress so you don't have to enter the same information more than once. More specifically we use the following Cookies which carry out the functions described:

- `__utma` – This is a Google Analytics cookie and tracks the number of times you have visited our Website.
- `__utmb` and `__utmc` – This is another Google Analytics cookie and acts to calculate how long you have spent on our Website in each session.
- `__utmz` – This Google Analytics cookie tracks what search engine you have visited the site from and which search terms you used to find our Website.

You agree that the Cookies listed above can be enabled while you use our Website. In the event that you reject our cookie policy all Cookies will be disabled with the exception of necessary Cookies which are required for the Website to run, however, these do not store or use any personal information.

If you wish to restrict or block the cookies which are set by our Website, you can do this through your browser settings. The “Help” function within your browser should tell you how. Alternatively, you may wish to visit <http://www.aboutcookies.org/> which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual.

5.0 DATA SECURITY

Please be aware that the transmission of information via the internet is not always completely secure. Although we will do our best to protect your personal data, we cannot guarantee the complete security of your data transmitted to us electronically; any transmission is at your own risk.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

6.0 SHARING OF YOUR INFORMATION

The information you provide to us will be treated by us as confidential. However, we may disclose your information to other third parties who act for us for the purposes set out in the policy or for purposes approved by you, including to suppliers, partners, joint venture partners, contractors and agents. We require all third parties to respect the security of your personal data and to treat it in accordance with data protection legislation. We do not allow third-parties to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

If our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners, where appropriate.



7.0 TRANSFERS OUTSIDE THE EU

We may share your personal data within the Bibby Group. This may involve transferring your data outside the European Economic Area (EEA).

Some of our external third parties are based outside the EEA so their processing of your personal data may involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission. For further details, see European Commission: Adequacy of the protection of personal data in non-EU countries.
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe. For further details, see European Commission: Model contracts for the transfer of personal data to third countries.
- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US. For further details, see European Commission: EU-US Privacy Shield.

7.1 Data Transfer within the Bibby Group

Bibby Group companies will transfer data to other companies within the Bibby Group where they have a legitimate business interest in doing so, including data transfer to and from Bibby Group companies in Singapore and in the United Kingdom, where applicable. This may be in the context of the provision by a Bibby Group Company of services under a contractual Service Level Agreement, as part of our regular reporting activities on company or individual performance, in the context of a business reorganisation or group restructuring exercise or for system maintenance support and hosting of data.



8.0 DATA RETENTION & INDIVIDUAL RIGHTS

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We will generally keep your information as long as is necessary to fulfil our obligations to you after which this will be destroyed if it is no longer required for the reasons it was obtained.

Under Data Protection Legislation, you have the following rights in connection with your personal data, which can be exercised at any time:

- Right of access: you can request a copy of the personal information we hold about you and check we are processing it lawfully;
- Right to rectification: you can request that any incomplete or inaccurate information we hold about you is corrected;
- Right to erasure: you can request that we delete your personal information where there is no good reason for us to continue to process it. You must provide valid reasoning for your request. This can be exercised in conjunction with the right to object (see below);
- Right to object: you can object to our processing of your personal information where we are processing on the basis of our 'legitimate interest' or that of a third party. We shall cease processing your personal data unless there are compelling and legitimate grounds for processing which override your interests;
- Right to restrict processing: you can request that we restrict our processing of your personal information. Information will be retained but not further processed;
- Right to data portability: where processing of personal data is carried out by automated means, you can request the transfer of your personal information to another party;
- Right to withdraw consent: where we are processing your personal data on the basis of consent, you have the right to withdraw your consent at any time;
- Right to not be subject to decision making based on automated processing: you shall have the right to not be subject to decision making based solely on automated means including profiling; and
- Right to complain: you have a right to lodge a complaint with a Supervisory Authority, which is an independent public authority established in each EU member state in accordance with Data Protection Legislation. The Supervisory Authority for data protection issues in the United Kingdom is the Information Commissioner's Office (ICO).

If you would like to exercise any of your rights above, please contact us via Communications@bibbyoffshore.com where your queries will be directed to the GDPR Team.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. In the United Kingdom, the Information Commissioner's Office can be contacted via their website - www.ico.gov.uk.

9.0 THIRD PARTY WEBSITES

Because we want your experience of our Website to be as informative and useful as possible, we may provide links to websites operated by third parties ("**Third Party Websites**"). Please be aware that we do not control such Third Party Websites and that such Third Party Websites may send their own cookies to users, or otherwise collect data or solicit personal information. We assume no responsibility for the information gathering practices of Third Party Websites that you are able to access through our Website, and we encourage you to review each Third Party Website's privacy policy before disclosing any personally identifiable information.

10.0 CHANGES TO OUR PRIVACY POLICY

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

10.1 Your Duty to Inform Us

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us via Communications@bibbyoffshore.com where your query will be directed to the GDPR Team.