



ADNOC GLOBAL TRADING LTD

Privacy Statement for current or former employees,
contractors, their dependents, and job applicants

Definitions

The terms "AGT," "AGT Group", "the Company," or "the Group" may be used for convenience and refer to ADNOC Global Trading Ltd and its direct and indirect subsidiaries and affiliates, each of which are separate and distinct legal entities. Further, the words "we," "us," "our," and "ourselves" are used to refer generally to the companies of the AGT Group.

Our Group

AGT consists of several entities which employees may engage with and which may be involved with the collection and/or processing of personal data:

- ADNOC Global Trading Ltd; and
- ADNOC Global Trading Asia Pte. Ltd.

Our full contact addresses and company registrations are included at the end of this notice.

Who is responsible for processing your personal data?

The AGT entity solely, or jointly with its affiliates, within AGT Group to which you provided your personal data (including that of dependents) will be a "Controller" of your personal data.

In the case of individual contractors, the company within AGT Group that has contracted your services solely, or jointly with its affiliates, will be a "Controller" of your personal data.

Data Protection Officer

AGT have appointed a Data Protection Officer to safeguard and manage our use of personal data. They may be contacted electronically at the following email address: dataprotectionoffice.agt@adnoc.ae, or in writing at the addresses at the end of this notice.

Types of Personal Data that We Collect About You and Why

We process personal data necessary to manage the employment relationship, to engage contractors and interns and to provide benefits to certain dependents of AGT employees. This includes data such as full name, residential address, date of birth, mobile number, citizenship/nationality, marital status, emergency contact information, dependent's particulars, identification card and passport details, qualifications, bank account details, background checks (credit history, past employment, etc), and declarations of any relationship with an existing employee.

We also process some special categories of personal data ('sensitive personal data') such as data relating to an individual's health, their racial or ethnic origin, religious beliefs, sexual orientation and trade union membership. We will only process such sensitive personal data where it is absolutely necessary.

We process personal data covered by this Privacy Notice for the following purposes:

- Provision to an employee and/or their family and relatives of benefits (including life insurance and medical benefits), support relating to visa, travel and other government related applications, processing payroll and other payments, and provision and sponsorship of training, and other professional development.
- Personnel management, business process execution, internal management, management reporting, organisational analysis and development - including budgetary, financial and organisational planning, administration, tax payment, compensation, performance management;
- Health, safety, insurance and security.

The basis under which the data are collected are:

- In order to enter into a contract at your request;
- Where it is necessary to comply with a legal or regulatory obligation;
- Where it is necessary for the purposes of our legitimate interests (subject to applicable local law which provides otherwise);
- Where necessary, for reasons of public health or protecting the vital interest; or
- With your explicit consent.

If we have collected your data on the basis of your consent, you have the right to withdraw this consent; further information on your rights is included later in this notice.

Sharing and Transfer of Personal Data

As a global business we may need to transfer personal data between our different offices and locations to ensure we can service our counterparties, customers, suppliers, and partners effectively. We may also need to use authorised third-party companies or other parties to support the delivery of our business.

When we transfer personal data between companies within the AGT Group and/or to authorised third parties outside of our group, we take organisational, contractual and legal measures to ensure that your personal data is processed exclusively for the purposes mentioned above and that adequate levels of protection have been implemented in order to safeguard your personal data.

Retention Period

Personal Data processed for the purposes described above will be stored in compliance with the principles of proportionality and necessity. We will store such data for varying time periods in order to maintain contractual relationships, to assist us in complying with legal and regulatory obligations, and, where required, to enable us to establish, exercise and defend legal rights and claims or for other legitimate business reasons. In general, this will mean that your personal data will be deleted after seven years from the cessation of a business relationship with us unless we are required to perform an alternative treatment.

Data subject rights

You should know that you have a number of legal rights concerning how we use your personal data, these include the right to:

- Access and request a copy of the personal data we hold about you;
- Request rectification of any inaccurate data which we hold about you;
- Object to our processing of your personal data;
- Request the erasure and/or deletion of data which we hold about you;
- Obtain a restriction on how we process your data;
- Make a complaint to the relevant personal data protection authority; and
- If you provided your consent to us for processing your data, to remove this consent and request we stop processing your data.

For more information about your rights, or to exercise your rights, please contact our Data Protection Officer. Please note that in responding to such requests, and to ensure we maintain your and other individuals' information securely, we may require you to validate your identity.

Updates to this Notice

This notice may be updated from time to time. Such updates may reflect the types of personal data we collect, the purposes we use it for, and the ways in which it is shared. If you would like to confirm the latest version of this Privacy Notice please visit <https://www.adnoc.ae/en/adnoc-global-trading/legal/personal-disclosures>.

Full contact addresses and company registrations:

- **ADNOC GLOBAL TRADING LTD** a company existing under the laws of Abu Dhabi Global Market with registration number 000002786 and whose registered office is at Level 25, Al Sarab Tower (Tower 2), ADGM Square, Al Maryah Island, P.O. Box 764649, Abu Dhabi, UAE
- **ADNOC GLOBAL TRADING ASIA PTE. LTD.** a company existing under the laws of the Republic of Singapore with company registration number 202124323R

