

Personal Data Request – Instructions & Explanation

V2.0 November 2019

Introduction

As a “data subject”, you have certain rights under European law to control the collection and use (the “processing”) of information about you (your “personal data”) by the entity responsible for that processing (the “data controller”). These rights include the right to **access** your personal data being processed, to request **rectification** or **erasure** of your personal data, to **restrict** the processing of your personal data, and to **object** to the processing of your personal data. These rights are not absolute and may be subject to limitations, depending on specific circumstances.

If your personal data has been processed by a data controller within the Maersk Drilling group of companies (referred to herein generally and collectively and “Maersk Drilling”), you may submit a personal data request to exercise your rights as a data subject.

Maersk Drilling provides this Personal Data Request Form (the “Request Form”) to aid and streamline the submission of personal data requests. It is not mandatory to use this Request Form to submit a personal data request to Maersk Drilling, however use of this Request Form will enable to Maersk Drilling to respond more swiftly to your request.

Answers to frequently asked questions regarding personal data requests are provided below. Please direct any further questions to PRIVACY@maerskdirilling.com.

Frequently Asked Questions

<i>Am I a Maersk Drilling data subject?</i>	You are a Maersk Drilling data subject if your personal data (i.e. information that can identify you) has been processed by Maersk Drilling, e.g. in the course of administration of an employment relationship with Maersk Drilling.
<i>Where can I find a copy of the Maersk Drilling employee privacy statement?</i>	The Maersk Drilling employee Privacy Statement is available on the Maersk Drilling internal intranet. If you do not have access to the intranet or cannot locate the privacy statement, please contact PRIVACY@maerskdirilling.com to request a copy.
<i>What happens if I request access?</i>	<p>If you make an access request, Maersk Drilling will provide you with the personal data about you that we have recorded in our internal systems and with information about how and why we process your personal data.</p> <p>The right of access is not absolute and is subject to some exceptions. Maersk Drilling is not obligated to provide access to your personal data if your interest in accessing that data is considered subordinate to other competing compelling interests, including e.g.:</p> <ul style="list-style-type: none"> • Maersk Drilling’s interest in maintaining confidentiality of its or a business partner’s (1) current or potential commercial and contractual relationships, (2) trade secrets, and/or (3) intellectual property rights; • Matters that are relevant for the competitiveness of Maersk Drilling; • Your or other data subjects’ fundamental rights and freedoms; • The pursuit, defense, or enforcement of civil claims by Maersk Drilling; • Ongoing internal or regulatory investigations into allegations of law or Maersk Drilling company policy. <p>Application of such exceptions will be assessed on a case-by-case basis. If one of these exceptions apply, Maersk Drilling will explain to you what the exception is and why it applies to your request.</p>

<p><i>What happens if I ask for rectification?</i></p>	<p>A request for rectification is a request to correct personal data about you that is recorded in our systems and that is demonstrated to be inaccurate. In order for us to appropriately assess your request for rectification, you will need to provide details about what personal data you believe to be incorrect and why. If, upon review, your request for rectification is determined to be justified, we will rectify the noted inaccuracies.</p>
<p><i>What happens if I ask for erasure (“the right to be forgotten”)?</i></p>	<p>A request for erasure is a request to erase or delete personal data about you that is recorded in our systems. In order for us to appropriately assess your request for erasure, you will need to provide details about what personal data you wish to be deleted.</p> <p>The right to erasure is not absolute, which means that Maersk Drilling may be entitled to continue to process your personal data even though you wish for it to be deleted. Each request will be considered on a case-by-case basis.</p> <p>When Maersk Drilling replies to your request, we will inform you whether we can comply with your request for erasure and why.</p>
<p><i>What happens if I ask for restriction?</i></p>	<p>A request for restriction is a request for Maersk Drilling to limit the ways or manner in which we process your personal data. In order for us to appropriately assess your request for restriction, you will need to provide details about what personal data you wish to restrict processing of, how you wish to restrict that processing, and why.</p> <p>The right to restriction is not absolute, which means that Maersk Drilling may be entitled to continue to process your personal data even though you wish for us to limit our processing. Each request will be considered on a case-by-case basis.</p> <p>When Maersk Drilling replies to your request, we will inform you whether we believe your request for restriction is justified, and if so, how we will process your personal data in the future.</p>
<p><i>What happens if I object?</i></p>	<p>If you object to the processing of your personal data, you indicate your belief that the circumstances of your particular situation are such that your interests or fundamental rights and freedoms override Maersk Drilling’s legitimate interests in processing your data and that Maersk Drilling should abstain from further processing of your data.</p> <p>When Maersk Drilling responds to your objection, we will inform you whether we consider your objection is justified. If it is justified, Maersk Drilling may no longer process your personal data. However, if Maersk Drilling has compelling legitimate grounds to continue the processing, we will inform you of these.</p>

Instructions

Personal data requests / completed Request Forms should be submitted to Maersk Drilling at PRIVACY@maerskdirilling.com.

Maersk Drilling must confirm your identity prior to processing a personal data request (see Section 2 of the Request Form). If you are a current Maersk Drilling employee, we suggest that you make this submission from your personal Maersk Drilling email address (e.g. firstname.lastname@maerskdirilling.com), as this will assist us to confirm your identity.

Questions regarding personal data requests should also be submitted to PRIVACY@maerskdirilling.com.

Personal Data Request Form

Submit completed form and any supporting documentation to: PRIVACY@maerskdirilling.com

1. Statement of certification and consent

I confirm that I am the individual identified in Section 2, below (check one option).	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm my understanding that the personal data submitted as part of of this request form is necessary to enable Maersk Drilling to review, assess, and respond to my data request and that, as a consequence of this request, Maersk Drilling will process my personal data for such purposes (check one option).	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Your identity

Maersk Drilling may not take action on a personal data request unless we are certain that the individual making the request is actually the data subject. Accordingly. Therefore, we must establish your identity with certainty before we proceed with your request. For this reason we ask you to provide additional information regarding your identity.

Your name (please state your full name):	
Your relationship to Maersk Drilling:	<input type="checkbox"/> Current employee <input type="checkbox"/> Former employee <input type="checkbox"/> Board member <input type="checkbox"/> Other (please provide details):
Your Maersk Drilling unique ID (if you are a current or former Maersk Drilling employee):	
Your current or most recent position at Maersk Drilling and location thereof (if you are a current or former Maersk Drilling employee):	
The date your employment terminated (if you are a former employee):	
Your current email address:	
Your current telephone number (including country code):	
Comments (if any):	
I have submitted the following copy of documentation to prove my identity:	<input type="checkbox"/> Copy of passport <input type="checkbox"/> Copy of driver's license <input type="checkbox"/> Copy of other government issued identity paper <input type="checkbox"/> Other (please provide details):

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3. Type of request

Our internal request handling varies depending on the kind of request that has been made. Accordingly, to streamline handling of your request and to ensure we respond correctly, we ask you to specify the type of request you are making.

Please indicate whether you are making a request for access, rectification, erasure, restriction, or objection, or some combination of these. Please check all that apply.

- Access** to your personal data
- Rectification** of your personal data*
- Erasure** of your personal data*
- Restriction** of the processing of your personal data*
- Objection** to the processing of your personal data*

* If your request is for **rectification, erasure, restriction, or objection**, please also refer to section 5, below, which requests additional details that will aid in our handling of your request.

4. The relevant Maersk Drilling entity

To streamline handling of your request and to ensure we respond correctly, we ask you to please identify the specific Maersk Drilling entity to which your request relates. If you are a current or former employee of Maersk Drilling, we ask you to please identify the company with which you were employed, as this is most likely the entity to which your request relates. If the relevant Maersk Drilling entity is not listed below, please provide the relevant entity name under ("Other entity").

- Maersk Drilling A/S** (Denmark)
- Maersk Drilling A/S – Brunei Branch** (Brunei)
- Maersk Drilling Deepwater LLC** (Egypt)
- Maersk Drilling Holdings Singapore Pte. Ltd.** (Singapore)
- Maersk Drilling Holdings Singapore Pte. Ltd. – Egypt Branch** (Egypt)
- Maersk Drilling Malaysia Sdn. Bhd.** (Malaysia)
- Maersk Drilling Norge AS** (Norway)
- Maersk Drilling Services A/S** (Azerbaijan)
- Maersk Drilling UK Ltd.** (UK)
- Maersk Drilling USA, Inc.** (U.S.)
- Maersk Offshore Crew Management (Guernsey) Ltd.** (Guernsey)
- Other entity** (please specify entity name and country of incorporation):

Comments (if any):

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5. Additional details

If you have made a request for **rectification**, **erasure**, or **restriction**, or an **objection**, we ask you to please provide additional relevant details to streamline handling of your request. You do not need to provide all the information requested in this section, but the more detail you provide, the easier it will be for us to respond to your request swiftly.

Additional details regarding the personal data to which your request relates (i.e. identify the personal data at issue):	
Explanation of the basis of your request (i.e. why you believe the personal data is inaccurate, that processing of the personal data should be restricted, that the data should be erased, or the basis of your objection to the continued processing):	
Relevant time period during which you believe your personal data was processed by Maersk Drilling:	Approximate start date: Approximate end date:
System in which you believe your personal data is stored, if known:	<input type="checkbox"/> CRM , Customer Relationship Management System <input type="checkbox"/> Payroll , based on relevant Maersk Drilling entity <input type="checkbox"/> HR files , including only (last) valid documents, e.g. employment contract, unless specified otherwise: <input type="checkbox"/> Connect <input type="checkbox"/> Ethics Hotline <input type="checkbox"/> Other (please specify):