

PERSONAL DATA PROTECTION DECLARATION FOR EXTERNAL CONTACTS

Processing of personal data in Gassnova SF

We will be processing personal data when you are using our website, and/or you are contacting us in connection with an application for funds from the CLIMIT programme, delivery of offers for services and goods, participation at our events etc. Information about which data is being collected, why we do this and your rights in accordance with the processing of the personal data is shown below.

The data controller for personal data is Gassnova SF c/o the CEO. Should you have any queries regarding our processing of your personal data, please contact us at:

Address:	Dokkveien 10, N-3920 Porsgrunn
E-mail:	Postmottak@gassnova.no
Telephone:	40 00 59 08
Organisation number:	991 627 626

1. Why are we collecting personal data and what type of information are we collecting?

We collect and use your personal data for different purposes depending on who you are and how we came in contact with you. The following personal data is collected for the listed purposes:

- i. Enquiries and applications for funding from the CLIMIT programme. Personal data is normally related to the applicant's contact person(s). Applicants are encouraged not to submit personal data exceeding what Gassnova requires to process the application. Only data submitted by the applicant is stored. All applications are archived routinely. The purpose of processing this information is to enable the case officer and the programme committee for the CLIMIT programme, to assess whether the applicant should be awarded financial support from Gassnova. The material presented to the programme committee will be archived independently from the result of the application. It is necessary to archive and process the personal data to pay the grant and follow up that the grant is utilised in line with the conditions for the award. The personal data is recorded, archived and managed pursuant to the General Data Protection Regulation (GDPR) article 6 no. 1. letter a, b, and c.
- ii. Enquiries and offers from external suppliers. All documents in connection with tenders are automatically archived on a continuing basis. Offers received, agreements, call-offs and invoices may contain personal data in the form of CVs and references etc. Personal data is normally related to contact person(s) and/or key persons offered to solve a task. The personal data is recorded, archived and managed pursuant to the GDPR article 6 no. 1. letter b and c in order to follow up on procurements in accordance with agreements entered into, as well as serving as documentation on compliance with the procurement regulations.
- iii. The recipients e-mail addresses are recorded for sending newsletters and information about the Gassnova business pursuant to GDPR article 6 no 1. letter a by arrangement with the recipient.
- iv. For answers to enquiries received by us, the name, telephone number, e-mail address and any other personal data included in the enquiry are recorded. The personal data is recorded and managed pursuant to GDPR article 6 no. 1 letter f based on a balancing of interests. In our evaluation we have found that this is often necessary for us to assist you with your enquiry.

- v. Enquiries received about a position within Gassnova are registered with attachments pursuant to GDPR article 6 no. 1. letter a based on the consent of the sender.
- vi. The following information is entered by Gassnova for the purpose of registration and management of external contacts (CRM):
 - Contact information (first name, surname, e-mail, telephone number, title, employer, internet address, tag and postal address)
 - Where we met - one tag or more
 - Whether you subscribe to the Gassnova newsletter
 - Whether you wish to attend or have attended one of our events
 - Contact history between you and Gassnova

The personal data is recorded and managed pursuant to GDPR article 6 no. 1. letter a by arrangement with the individual registered.

- vii. Gassnova records the name, company and times of their visits. The purpose of the recording is access control and an overview of who is in the building in order to evacuate individuals in the event of a fire or other incidents where this becomes necessary. The personal data is recorded and processed pursuant to GDPR article 6 no. 1. letter f.

2. Disclosure of personal data to others

We will not disclose your personal data to others unless there is a legal basis for such disclosure. Examples of such a basis will normally be an agreement with you or a legal basis requiring us to disclose the information.

Gassnova is as a state-owned enterprise obliged to follow the Freedom of Information Act. This means that personal data that is considered as public information can be disclosed if access to this information is requested.

Gassnova uses data processors to collect, store or otherwise process the personal data on our behalf. We have entered into an agreement in order to safeguard information security at all stages of the processing in such cases. Currently we use the following data processors:

- Gassnova has entered into an agreement with a supplier responsible for IT operations. In order to carry out its task the operational supervisor requires information on employees and external parties in order to authenticate and provide access to the information in Gassnova's IT systems. Information is required on the persons using the systems in order to uniquely identify a user as well as providing the right services. Microsoft Windows Active Directory (AD) forms the basis of the authentication. Necessary user information providing unique identification as well as the hierarchy of the business is entered. This is also used by other IT systems that do not have the user information stored, but that require authentication prior to being used.
- The CRM system used by Gassnova is provided as a cloud service by **IntraPoint**. Information about external contacts and interested parties are stored in this system. Contacts and related activities are logged in the system. The users of the system are registered with basic information for unique authentication.
- Gassnova uses Merzell as the supplier of systems for implementation of procurements and tenders. It is a cloud-based system that registers and stores personal data arriving via tenders from suppliers, such as CVs and accompanying information.

All processing of personal data within and on behalf of Gassnova takes place within the EU/EEA area.

3. Storage time

We store your personal data as long as it is necessary for the purposes for which the personal data has been collected.

This means, for example, that the personal data we process based on your consent will be deleted if you withdraw your consent.

4. Security

Gassnova is concerned that no unauthorised individual gains access to personal data. Therefore, in order to prevent this, technical and organisational measures have been implemented in collaboration with an external company. Security for both physical and electronic storage has been established in addition to other security measures. Employees, consultants and board members are under an obligation of confidentiality regarding the information they receive in connection with their work or honorary positions within the company.

5. Your rights when we process your personal data

You have the right to demand access to, correction or deletion of your personal data. In addition, you have the right to demand limits to processing, state your objection against the processing and demand the right of data portability. You can find more about the content of these rights at the Data Inspectorate's website: www.datatilsynet.no.

To use these rights you can forward a request to "postmottak@gassnova.no". We will respond to your enquiry as soon as possible and at the latest within 30 days.

You will be asked to confirm your identity or to provide further information before we allow you to use your rights towards us. This is done to ensure that we are only providing access to your personal data for you and not to someone pretending to be you.

You may at any time withdraw your consent for us to process your personal data. Sending a request to "postmottak@gassnova.no" is the simplest way of doing this.

6. Complaints

You may lodge a complaint with the Norwegian Data Protection Authority if you believe our personal data processing does not conform to the processing we have described here or that in some other way we are in breach of the Data Protection Legislation.

Information about how to contact the Norwegian Data Protection Authority is found on its website:

www.datatilsynet.no.

7. Amendments

We reserve the right to update this personal data protection declaration if there is a change in our

services or the regulations concerning Gassnova and our processing of personal data. We will inform you of these changes if we are in possession of your contact details. Otherwise updated information is easily available on our website.