

Global Recruitment Privacy Statement

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Global Recruitment Privacy Statement

Effective date 24 March 2020.

1. Introduction

Privacy and data protection laws protect the integrity and confidentiality of a person's private information. Altera Infrastructure L.P., together with its subsidiaries, controlled affiliates, and general partner, Altera Infrastructure GP L.L.C. (collectively "Altera", the "Group", "we", "us") is committed to protecting the privacy rights of those who seek employment with us. This Global Recruitment Privacy Statement explains how we will collect and use your personal data when you interact with Altera for recruitment purposes.

While this Recruitment Privacy Statement broadly describes the practises we have adopted across Altera globally, local laws vary and some countries may place restrictions on our processing activities that are more stringent than what we describe here. Accordingly, we may apply more restrictive data protection measures in certain locations.

This Recruitment Privacy Statement was last updated on 24 March 2020. We may amend it at any time.

2. Effect of Participating in Our Recruitment Process

By submitting your personal data to us as part of an application for employment, you acknowledge that:

- You have read and understood this Recruitment Privacy Statement and agree to the use of your personal data as set out herein.
- Your personal data may be transferred and processed worldwide for the purposes and in the manner specified herein, including countries that may not provide the same level of data protection as your home country.
- You are not required to provide any requested information to us, but failing to do so may result in not being able to continue your candidacy for the job for which you have applied.
- All of your representations are true and correct to the best of your knowledge and belief, and you have not knowingly omitted any related information of an adverse nature.

Providing any inaccurate information may make you ineligible for employment with Altera.

This Recruitment Privacy Statement does not form part of any contract of employment offered to candidates by Altera.

3. Data Controller

Within the Altera Group, the data controller for personal data collected and processed during the recruitment process will be the specific Altera entity in charge of your recruitment and/or Teekay Offshore Business Services Pte Ltd (the Altera affiliate that has engaged Talentech AS to provide the Webcruiter web-based recruitment platform) or Altera Offshore Holdings L.L.C. (the Altera affiliate that controls data collected via the www.alterainfra.com website, including related to recruitment).

4. What is Personal Data?

In this Recruitment Privacy Statement, your “personal data” means information about you from which you can be identified. Personal data does not include information where your identity has been removed (e.g. anonymous information).

“Special categories of personal data” means information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation, criminal convictions, offences or alleged offences, genetic data, or biometric data.

5. Sources of Personal Data in the Recruitment Process

During the recruitment process we may collect your personal data directly from you (as submitted with your application), as well as from recruitment agencies, individuals and entities you identify as employment references, third party service providers we engage to support our recruitment activities, Altera affiliates and joint ventures, education and training providers (who may provide information to confirm your qualifications), government and regulatory authorities (to confirm your eligibility for work), and other publicly available sources (such as company and commercial registries).

6. Purpose of Processing During Recruitment

During the recruitment process, we collect and use personal data about you to assess your application for employment with Altera, to administer the recruitment process, and to facilitate the preparation of an employment contract between you and the specific employing Altera entity should we offer you employment.

We process your personal data during recruitment on the legal basis of our legitimate business interests in assessing your candidacy for employment with Altera, and to establish and fulfil any employment contract we may offer you. If you are applying for a seafaring role or role that

requires you to work offshore, we may also have a legal obligation to confirm your medical fitness to perform the requirements of the position and to work offshore.

7. Types of Personal Data Processed During Recruitment

In general, the types of personal data we process during recruitment include:

- Identifying information, such as your name, contact details, nationality, address, and date of birth
- Education, employment, and work information, such as qualifications, work record, and past performance appraisals
- Results of any skills testing performed during the recruitment process
- Family information related to benefits administration, accompanying travel, vessel access and emergency contact, such as family composition, emergency contact details, and leave arrangements
- Financial information, including bank details for administering payroll and benefits
- Government issued information, such as tax and social security identifiers, residence status and travel/immigration documents) confirming your right to work in a specific country or on board a specific vessel or unit. If you don't provide this, we may not be able to establish an employment contract with you.
- Responses to qualitative interview questions

In general, we do not collect or process special categories of personal data about you during recruitment. However, if you are applying for a seafaring role or role that requires you to work offshore, we may also have a legal obligation to confirm your medical fitness to perform the requirements of the position and to work offshore and may therefore process health information (such as in medical fitness certificates). Where we do need to collect and process special categories of personal data during recruitment, we will only do so if permitted or required by applicable law, or where we have obtained your explicit consent, as required.

8. Automated Processing

We do not take decisions about individuals based solely on automated processing (i.e. without human involvement) which have a legal or similarly significant effect on them.

9. Access to Personal Data During Recruitment

Altera is a global organization. Your personal data collected during recruitment may be accessed and reviewed by people within the Altera Group who need to evaluate your application for employment, including members of our human resources ("HR") functions, managers, and other Employees as relevant. These people may be employed or otherwise located in countries outside

of your country of residence or the country in which you have applied for employment, including in countries outside of the European Economic Area (“EEA”).

We may also share your personal data with external third parties engaged by Altera during the recruitment process if required by law, necessary to enter into an employment contract with you, on the basis of our legitimate interests during recruitment, or where necessary to protect your vital interests or those of another person. Such external third parties may include:

- Recruitment agencies (to assist with the recruitment process)
- Travel agencies (to make flight, hotel and other travel arrangements as necessary during the recruitment process)
- Professional advisors (to assist with preparation of any employment contract, travel/work visa and immigration applications, tax matters, and benefits registration)
- Other third party service providers, as necessary (for example to assist in verification of information collected during recruitment)
- Health professionals and occupational health providers involved in your care, for the purposes of establishing whether you can undergo a necessary medical assessment which forms part of the application process, considering reasonable adjustments to the recruitment process for disabled applicants, and establishing whether you will be able to carry out a function that is intrinsic to the particular work of the position for which you apply.

Altera (via its affiliate Teekay Offshore Business Services Pte Ltd) has also entered into a contract and data processing agreement with Talentech AS (an entity established in Norway) to provide the “Webcruiter” web recruitment tool and facilitate collection of applications for certain positions online. As such, Talentech AS acts as a data processor for Altera and may need to access your personal data through Webcruiter for the purposes of administration and technical maintenance.

Additionally, we may share your information with government authorities as required by local law (e.g., port state control, flag authorities, courts, regulators, public authorities, and other regulatory reporting).

10. Retention of Personal Data

If you don’t start work with us following the recruitment process, in general we will retain your personal data for 12 months thereafter to allow us to establish, exercise or defend legal claims. Where local law allows, we may retain your data for a longer period of time.

If you would like that we retain your personal data for a longer period of time so that we can contact you to discuss future work opportunities, we will ask that you provide your consent to us retaining your personal data for a fixed period in accordance with the relevant local law.

If you start work with us following the recruitment process, we will give you a copy of our Global Privacy Statement and will retain your personal data as detailed therein.

11. Protecting Your Personal Data

In proportion to the sensitivity of the personal data, we maintain reasonable administrative, technical and/or physical safeguards and appropriate security measures to protect personal data from loss, misuse or unauthorized access, disclosure, alteration, or destruction. In this respect, Altera practices a variety of technical and organisational measures meant to safeguard personal and confidential information. These measures include appropriate use and business conduct policies, cybersecurity training, risk assessment, system access controls, and a variety of network and endpoint technical security technologies and practises.

However, we cannot guarantee the security of your personal data because no electronic data transmission or storage of information is completely secure. If an incident is reported affecting your personal data, we will investigate and comply with all required reporting obligations.

12. Your Rights

Altera is committed to complying with all applicable legal requirements regarding the protection of personal data. These requirements may vary from country to country.

In general, during the online recruitment process, you can access, correct, update, and delete the personal data in your application until you submit the application.

You have the right to ask us to provide a copy the personal data we process about you, including the context of the recruitment process, as well as to request that we correct personal data you believe to be inaccurate, to object to our processing of your personal data, to request that we restrict our processing of your personal data, or to request that we delete your personal data.

Depending on applicable law, you may also have the right to make a complaint to the relevant data protection authority

13. Questions and Contact information

13.1. Job application questions and updates

If you have a question regarding your application and have been contacted by an Altera recruiter, please direct your inquiries to that person. If you have submitted an application online and wish to update your application or personal data contained therein, please contact the Altera contact identified in the relevant job posting.

13.2. Questions regarding this Privacy Statement

If you have a question regarding this Recruitment Privacy Statement or the handling of your personal data, please contact us at privacy@alterainfra.com.