



# PERSONNEL DATA PRIVACY NOTICE

Your privacy is important to us. This Data Privacy Notice describes what personal data we collect from you, the enterprise business purposes for which we collect personal data, and how we process and protect it.

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## What is

**Personal Data:** Is any information relating to an identified or identifiable natural person. Weatherford collects personal data from personnel as necessary and for the purposes described in this Notice. The personal data collected about you may vary based on the requirements and/or limitations of the country where you work, as well as the requirements of your job or salary grade. Please note that you may be required to provide personal data as a contractual requirement of your employment. Failure to provide some personal data may limit your eligibility for certain positions or benefits. Except where restricted by local law, Weatherford processes the following general categories of personal data:

**Personal details and contact information**, such as name (including known aliases or former names); prefix, personal and business e-mail address, telephone number, and mailing address; date and place of birth; nationality; gender; marital status; language(s); signature; photograph(s); driver's license and automobile license numbers or other national identification document(s); emergency contact details; criminal records; and dependent details (including their names, date and place of birth, employment information, criminal records, addresses, e-mail address, telephone number, and mailing address).

**Right to work and immigration information**, such as social security, tax identification, or other government issued identification number; citizenship, residency, visa, or work permit information; identity card, passport, and/or birth certificate details; and, when required by your position, the information necessary to obtain visa and work permit(s) on your behalf.

**Compensation and benefits information**, such as banking details; salary and compensation details, including bonus, benefits, and stock option information and enrollment eligibility information and details (such as marriage certificates, birth certificates, and other enrollment verification information); tax rates and allowances; retirement fund details; expense details, including corporate credit card and payment history.

**Work record and performance information**, such as employee identification number; job title and grade level, including historical information regarding progression; department; location; supervisor; dates of employment; hours worked, absences, vacation dates; performance and evaluation records; disciplinary records or investigation records related to conduct impacting the workplace; training and attendance records; employer information (for contractors, consultants, agents, etc.).

**Talent, recruitment, education, and training details**, such as education and other academic and professional qualifications; details about your previous experience, roles, and employment, including

employment references; language and other relevant skills; resume, curriculum vitae, and application details; and veterans status.

**Workplace video monitoring**, such as information collected through video surveillance systems installed by Weatherford for security purposes (which will not be used for productivity matters).

**Sensitive Personal Data:** Is a special category of personal data that is given extra protection by law and may be processed by Weatherford. For example, Weatherford may process sensitive personal data where required by local law, where necessary for the establishment or defense of legal claims, where necessary to assess or provide equality of opportunity, where the processing is necessary for payroll and benefits administration, or for other similar lawful purposes. Weatherford may also collect and process sensitive personal data for other purposes with your explicit consent. The sensitive personal data processed by Weatherford may include:

**Health information**, such as information necessary to provide you with health, disability, and life insurance or other benefits; to provide you with parental, family, or disability leave, pay, or related benefits; information necessary for workers' compensation claims; to assess your fitness to work; or to protect your health and safety, including to monitor exposure to environmental or potentially hazardous conditions or provide urgent care for on-site injuries.

**Background-check information**, such as information related to offenses or criminal proceedings, outcomes, and sentences where required by law, relevant to job function, or necessary to protect the health and safety of our personnel; certain other background information including credit reports, pre-employment drug and alcohol testing where permitted by local law, driver's records, or other reference checks.

**Diversity and sensitive affiliation information**, such as information necessary to internally identify and review our equal opportunity employment practices, or in connection with the publication of aggregate information on the diversity of our workforce.

**Consent:** Means approval from the individual whose personal data is Processed ("data subject"), which can be explicit and documented or which can be implied from the conduct of the individual.

**Personnel:** Means Weatherford’s workforce, including current, former, and prospective employees, volunteers, apprentices, interns, directors and officers, retirees, temporary and casual workers (whether or not an individual is paid), consultants, agents, and independent contractors (collectively “personnel” or “you”).

**Process(ing):** Means any action that is performed on personal data, including accessing, retrieving, collecting, recording, organizing, storing, modifying, using, disclosing, adapting or altering, disseminating, transferring or otherwise making available, combining or deleting personal data (including by automation).

## **Why are we providing notice?**

Like all businesses, Weatherford processes personal data and sensitive personal data about its personnel. The personal data Weatherford processes is essential to its ability to operate as a company; provide a safe workplace; provide employment services necessary to fairly evaluate and compensate our workforce; manage or terminate your employment, volunteer, or independent contractor relationship; adhere to applicable data protection and employment laws as well as our internal Weatherford standards. This notice is intended to provide you with detailed information regarding all types of processing activities for which Weatherford’s uses your personal data yet does not list each itemized process individually.

## **Who is subject to this notice?**

This Notice applies to all Weatherford entities and its personnel in all countries where Weatherford operates. Please note that if you are employed by Weatherford in the European Union, your employer is the data controller with regard to the processing of your personal data as defined in the European Union’s General Data Protection Regulation, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (the “GDPR”). Where required by local law, Weatherford will obtain written consent prior to processing personal data or sensitive personal data.

## **How your personal data is processed.**

### **1. Standard business operations.**

Weatherford processes the personal data we collect for a variety of defined purposes related to the management of our business. We process your personal data for standard business operations (such as providing IT services), to carry out human resources, finance, and payroll functions (such as hiring or providing compensation or benefits), to carry out security, health, and safety functions (such as contacting or assisting personnel in the case of an emergency), to perform our business obligations to clients, and to comply with legal requirements.

## **2. Limited Access.**

We limit our use of sensitive personal data to circumstances when it is absolutely necessary, and access to sensitive personal data is limited to those who need it to perform their job functions.

## **3. Purposes for processing.**

We may process personal data about you and, if applicable, your dependents for purposes such as:

- a. *Human Resources and personnel management*, such as staffing; recruiting; verifying background and qualifications (if and when relevant to your job function and in compliance with the law); offering and administering payroll, insurance, and other benefits including pensions and stock options including stock purchase programs; managing work-related expenses; evaluating performance; training and career development; managing disciplinary and termination processes; responding to personnel grievances; enforcing compliance with internal policies; providing relocation related, travel, or other mobility related support; complying with applicable legal requirements; and performing other administrative and managerial tasks.
- b. *Business operations*, such as engaging a prospective party in business transactions including the purchase, sale, lease, merger, or other type of acquisition, disposal, securitization or financing (in whole or in part) involving Weatherford; managing the company's assets; selecting, managing, and deploying contractors, vendors, suppliers, advisors, other professional experts, and Weatherford personnel to perform work for Weatherford; providing IT, finance, legal, and management services such as strategic planning, budgeting and financial forecasting, allocation of human resources, research and development, real estate and property management, storage, and computing; safeguarding IT infrastructure, equipment, and other Weatherford property and ensuring business continuity; preventing and managing security incidents and providing security services; administering occupational health and safety initiatives; authenticating worker status to authorize access to Weatherford resources and facilities or to assist in authorizing access to Weatherford client facilities; operating maintenance departments; maintaining business records, compiling audit trails, and implementing other reporting tools; contacting or assisting personnel and others in case of emergency; and other general administrative and operation tasks.
- c. *Compliance with legal and other requirements*, such as duties under labor laws and regulations; record-keeping and reporting obligations; government requests, inspections, and investigations; responding to legal process such as subpoenas; protecting the legal rights of Weatherford, our personnel, or others; detecting and preventing crime, fraud, and conflicts of interests; auditing compliance with Weatherford standards, procedures, and contractual obligations; and in the good faith belief that such use is necessary to adhere to applicable laws or perform any of the purposes described in this Notice.

On occasion, Weatherford may have a business need to process personal data for a purpose not originally considered at the time the information is collected. In these cases, Weatherford will take steps to notify you of this new use prior to processing the personal data.

## **4. Dependent personal data.**

In some cases, Weatherford may collect personal data (including sensitive personal data) about your family members, close personal relationships, beneficiaries, and emergency contacts for certain purposes described below (such as the provision of health care or life insurance benefits to you or your dependents or in case you experience a medical emergency at work). If you provide personal data about others, Weatherford will rely on you (unless otherwise required by law) to communicate to those individuals that you are providing us with their personal data, to inform them that they continue to have privacy rights in such personal data, and to obtain their consent, as necessary, for us to process their personal data (including explicit consent where necessary for the collection and disclosure of sensitive personal data) as described in this Notice. Weatherford will respect the privacy rights of those individuals whose personal data you provide us.

## **How to update your personal data.**

Weatherford strives to maintain accurate, complete, and up-to-date personal data about our personnel. We rely on you to help us maintain accurate personal data about you. If your personal data changes, please update your information on Employee Connect Self Service or contact your Human Resources Manager.

## **How your personal data is protected.**

### **1. General**

Weatherford is committed to protecting personal data we collect from you against the risks of loss or unauthorized use or access. We have implemented reasonable and appropriate technical, physical, and administrative controls to protect such information. We provide heightened security to protect sensitive personal data, given the increased risks associated with the loss of such information. The personal data is retained only for as long as it is reasonably required for business or legal purposes.

As a general matter, access to personal data is restricted to Weatherford personnel who need access for the purposes listed in this Notice or where otherwise required by law. This includes members of Weatherford's human resources department and other authorized representatives of Weatherford's internal departments such as the health, safety, security, finance and payroll, public relations (where required by local law), compliance, and legal departments. Access may also be granted on a strict need-to-know basis to other Weatherford managers, such as for managing your current job or if you are being considered for another job opportunity within Weatherford.

Personal data also may be released to protect the vital interests of our personnel (such as the disclosure of personal data in responding to a security incident or to medical workers in the event of a life-threatening emergency), to protect the legitimate interests of Weatherford (such as protecting IT and network security), or where Weatherford has judged the disclosure necessary to comply with applicable law, legal or regulatory obligations or regulatory inquiries or requests.

### **2. Internal Processing of Personal Data**

Because Weatherford is a global business, our normal business operations may involve the transfer of personal data to Weatherford offices or service providers located in other countries, including countries where information privacy laws may not provide an equivalent level of protection to the privacy laws in your home jurisdiction. We will transfer personal data to entities in other countries for the purposes described in

this Notice and will take reasonable steps to ensure that your personal data is transferred and protected in accordance with Weatherford standards and applicable law. For example, Weatherford will ensure that the appropriate contractual obligations are in place prior to transferring personal data and monitor compliance with those obligations.

### **3. External Processing of Personal Data**

Weatherford does not sell, rent, or lease your personal data. In the normal course of business, Weatherford may contract with third parties to perform business, administrative, and management functions on our behalf (including for provision and administration of benefits, compensation including payroll and taxes, financial, IT, audit, legal, administrative, travel, health, safety, security, and consulting services) and may disclose your personal data to these service providers as necessary to perform these functions or in connection with any purpose described in this Notice. Additionally, Weatherford may disclose your personal details to clients or business partners for operational purposes. When personal data is disclosed to non-Weatherford entities, Weatherford takes reasonable steps (including, where appropriate, obtaining contractual commitments from such third parties) to ensure that personal data provided is securely processed by such non-Weatherford entities in a manner consistent with Weatherford's standards, instructions, and applicable law.

## **Your Rights**

Weatherford will observe your legal rights with respect to personal data that relates to you. Depending on the country in which you live and work, these rights may include:

1. The right to access personal data;
2. The right to obtain information about how personal data is stored;
3. The right to correct or have inaccurate personal data corrected;
4. The right to have personal data securely removed or deleted in accordance with Weatherford's Document Retention Policy when storage of the personal data is no longer necessary for the defined purposes;
5. The right to prevent processing of personal data in certain circumstances;
6. The right to opt out of personal data being shared with third parties; and
7. The right to be informed about how automated decisions have been made.

Please note that Weatherford will not disclose to you any information that may compromise the privacy of another workforce member unless required to do so by law. Further, it is important to note that opting out of having your information shared with certain providers may impact Weatherford's ability to provide you benefits. For additional information regarding Weatherford benefits, please contact your Human Resources Manager.

If you have questions or concerns regarding the processing of your personal data or wish to exercise your rights under applicable law, you should contact your Human Resources Manager or [Compliance](#). You also have the right to raise any complaint with the relevant data protection authority in your country.

## **Your duties.**

1. **Updating your personal data.**

Weatherford strives to maintain accurate, complete, and up-to-date personal data about our personnel. We rely on you to help us maintain accurate personal data about you. If your personal data changes, please update your information on Employee Connect Self Service or contact your Human Resources Manager.

## **2. Dependent Personal Data**

In some cases, Weatherford may collect personal data (including sensitive personal data) about your family members, close personal relationships, beneficiaries, and emergency contacts for certain purposes described below (such as the provision of health care or life insurance benefits to you or your dependents or in case you experience a medical emergency at work). If you provide personal data about others, Weatherford will rely on you (unless otherwise required by law) to communicate to those individuals that you are providing us with their personal data, to inform them that they continue to have privacy rights in such personal data, and to obtain their consent, as necessary, for us to process their personal data (including explicit consent where necessary for the collection and disclosure of sensitive personal data) as described in this Notice. Weatherford will respect the privacy rights of those individuals whose personal data you provide us.

## **3. Duty to report.**

If you come into possession of personal data regarding another individual that is not strictly necessary for the performance of your job duties, immediately contact your Human Resources Manager.

## **Revisions to Weatherford's Personnel Privacy Notice**

If there are any material changes to the way we collect or use personal data, the types of personal data we collect, or to any other aspect of this Notice, we will seek to notify Weatherford personnel as soon as possible and will reissue a revised Notice.

This Notice is available here [Personnel Data Privacy Notice](#).