

# EnvironmentHub

## Special terms

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## 1 Definitions and Abbreviations

In addition to definitions and abbreviations in the General terms section 1, the following shall apply to the Agreement with regard to the Services covered by these Special terms:

Term	Definition
Reference group	The decision-making body for governing EnvironmentHub.

## 2 Service

### 2.1 Description

EnvironmentHub is a national database for reporting emissions and discharges from oil and gas activities on the NCS, and enables the industry to comply with regulatory requirements for environmental reporting.

The service further ensures that the receiving, validation and transformation of environmental data is effective and robust. The improved work processes that are implemented along with EnvironmentHub, ensures increased support of efficiency and better foundation to analyse discharge trends and evaluation of effects on environmental measures.

### 2.2 Access management

The User organisation's Contract administrator appoints super user(s), who manages the User organisation's use of EnvironmentHub, including access management for additional users.

### 2.3 Support

Support is provided to the User organisation's super users by the Contractor Add Energy.

### 2.4 Service level

#### 2.4.1 Availability

EPIM's goal is that the service should be available at all times, except for during standard maintenance windows as described below.

#### 2.4.2 Standard Maintenance window

Standard Maintenance windows (planned maintenance) are used for carrying out technical and functional updates.

- Technical updates: Typically performed monthly, with the goal of not affecting the availability of the service.
- Functional updates: Performed in relation to releasing new functionality in the service, with the goal of not affecting the availability of the service. In case maintenance work will cause actual downtime, notifications will be published on the service login-page and/or in e-mail to the Users minimum 7 days in advance.

### 2.5 Data management

The User organisation uploads/enters data into, and processes data in, EnvironmentHub.

Data is shared with Third parties based on the User organisation's choices and actions.

The User organisation is responsible for deletion of data if desired. EPIM will not delete data.

## 3 Service fees

Included in Member fee.

## 4 Security

Terms as stated in General terms section 6 Security applies.

## 5 Processing of personal data

### 5.1 Categories of data subjects

During the provision of the Services, EPIM may process personal identifiable information limited to the following categories of data subjects:

- Users of the service

### 5.2 Personal identifiable information

Below a description of the various types of personal identifiable information that may be collected, stored and processed by EPIM on behalf of the User organisation:

#### 5.2.1 User Account information

- Full name
- Email address
- Company (where user is employed)
- Mobile number
- Account status (active/deactivated)

#### 5.2.2 User Activity event logging

- Failed log-in attempts
- Originating IP address
- Browser type
- Browser windows size
- Screen resolution
- Client local time
- Uploaded document/data
- Edited document/data
- Deleted document/data

#### 5.2.3 User Preferences

No personal preferences categorized as personal identifiable information is stored.

### 5.3 Types of processing

Referring to categories of personal identifiable information as described in 5.2.

User Account information may be processed for the following purposes:

- Identify Users part of the login process.
- Sending important information to end users e.g. in case of service unavailability.

User Activity event logging information may be processed for the following purposes:

- Help diagnose problems reported to support by the User
- Aggregation to analyse and improve the performance of the service, but where data is then anonymized.
- Security event management

User preferences may be processed for the following purposes:

- Not applicable

#### 5.4 Transfer of personal data to Third parties (except subcontractors)

Personal data will not be transferred to any Third parties, except through the User organisation's deliberate publishing.

#### 5.5 Transfer of personal data abroad

The data will be stored by EPIM in facilities in Norway. EPIM's Contractor's service personnel may have access to data from countries outside EU/EEC, in accordance with applicable procedures.

#### 5.6 Deletion of data

Due to need for legal compliance data about Users are not deleted automatically.

### 6 Termination

Data will not be deleted for legal compliance.

### 7 EPIM's additional obligations

None.

### 8 User organisation's additional obligations

None.

### 9 Governance

EnvironmentHub is governed by EPIM on the basis of directions set by the EnvironmentHub Reference group, consisting of representatives from the Members.

### 10 Change Log

The September 2017 version is the first version.