

EqHub

Special terms

Version: September 2017

Old version. Visit www.epim.no/terms for current version.

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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 regards to the Services covered by these Special terms:

Term	Definition
EPC Contractor	Engineering Production Construction contractor.
Equipment Supplier	Official agent of equipment delivered by a Manufacturer.
Manufacturer	Manufacturer of physical equipment and component and maker of standard documentation.
Package Supplier	Supplier of equipment packages, including information and documentation to an Operator or EPC Contractor.

2 Service

2.1 Description

EqHub is an industry initiative from EPIM on behalf of all operators on the NCS. The purpose of the EqHub service is to support and simplify information and documentation delivery processes through standardization. EqHub is a collaborative solution for sharing of technical standard information and documentation. The Solution is used by:

- Operators on the NCS
- EPC Contractor
- Package Suppliers
- Equipment Suppliers
- Manufacturers

For more detailed descriptions of the service see <https://epim.no/eq-hub/>.

2.2 Access management

Refer to “How to get access” on <https://epim.no/eq-hub/>.

2.3 Support

Support contact info is available on <https://epim.no/eq-hub/>.

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.

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. Maintenance notifications are published on the service login-page and/or in e-mail to the Users minimum 7 days in advance.

2.5 Data management

Actor	Role
Operators on the NCS	Can approve deletion of document and data Can approve sharing of documents and data
EPC Contractor	Read only access
Package Suppliers	Read only access

Equipment Suppliers	<ul style="list-style-type: none"> - Establish documents and data related to own products - Read access to own products
Manufacturers	<ul style="list-style-type: none"> - Establish documents and data related to own products - Read access to own products

3 Service fees

Operators enrolled into EqHub cover all cost for operation of the service.

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
- Log-in name
- Company (where user is employed)
- Phone number
- Mobile number
- Account status (active/deactivated)
- Title/Job position

5.2.2 User Activity event logging

- Last login
- Log in history
- Originating IP address
- Browser type
- Uploaded document/data
- Edited document/data
- Deleted document/data
- Password change time

5.2.3 User Preferences

No personal preferences categorized as personal identifiable information in use.

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.
- Used by service desk staff part of dialog with User related to support ticket raised by User.

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

- Help diagnose problems reported to the support enquiries reported by the User
- Logging of data registrations for legal compliance
- 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 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

All information entered into EqHub is verified by 3rd party on behalf of EPIM and the industry, however the main responsibility of the correctness of the information is the company, hereby defined as the company entering information and documentation to EqHub.

9 Governance

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

10 Change Log

The September 2017 version is the first version.