

License2Share

Special terms

Version: September 2017

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

Content

1 Definitions and Abbreviations 2

2 Service 2

3 Service fees 3

4 Security 3

5 Processing of personal data 3

6 Termination 5

7 EPIM’s additional obligations 5

8 User organisation’s additional obligations 5

9 Governance 5

10 Change Log 5

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

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
Authority JV	An optional License2Share module to facilitate secure and traceable communication between Licensees on the NCS and registered authorities on License2Share.
Company administrator	The User organisation's authorised representative for use and management of License2Share.
JV	Joint venture between two or more User organisations for the purpose of managing activities and industry projects related to petroleum activity on the NCS.
License2Share Work processes	A set of rules and regulations managing the User organisations' mandatory and recommended behaviour and activities, defined by the License2Share Reference group, available upon request to EPIM and inside the Service.
Licensee	"Rettighetshaver" according to Norwegian petroleum act §1-6 letter j.
MC	Management Committee, as described in the Norwegian ministry of petroleum and energy's standard joint operating agreement, article 1.
MC Chairman	The Operator's member of the MC.
Reference group	The decision-making body for governing License2Share.
Super user	User from a given User organisation with extended privileges and duties related to the Service.

2 Service

2.1 Description

License2Share is a document and workflow centric application, with functionality specified by the License2Share Reference group. The purpose of License2Share is to administer documentation and meetings in JVs. License2Share also has an optional Authority JV.

2.2 Access management

Refer to License2Share Work processes for managing Users in License2Share.

The User organisation's Company administrator must appoint minimum two Super users per JV who:

- 1) Manages user accounts in a life-cycle perspective.
- 2) Handle support need for the Users.
- 3) Contacts the License2Share service desk to resolve Incidents and service requests requiring extended privileges and/or competency.

MC Chairman or MC member is accountable for granting access to relevant personnel within own company.

2.2.1 Authority JV

Access to the Authority JV requires signing a separate policy document available upon request to EPIM.

2.3 Support

Refer to description of the License2Share Service's support at www.epim.no/L2S.

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. 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

Refer to License2Share Work processes. The JV Operator is responsible for archiving all information shared with partners and authorities as stated in "Regulations to Act relating to petroleum activities – Norwegian Petroleum Directorate".

In principle, it shall not be possible to delete any published information on License2Share. However, if information is deemed superfluous, recommended procedure is described in the License2Share Work processes.

3 Service fees

The basic Service does not require any specific fee, but relevant service catalogue entries, delivered by the Contractor, is available as "Information - Price list EPIM services ..." in the closed member area, available from www.epim.no/membership and by request to the License2Share service desk.

4 Security

Terms as stated in General terms section 6 Security applies, with following additions:

- License2Share is only available on the oil & gas industry network SOIL for separation from Internet. Ref www.epim.no/soil for details.
- Refer to License2Share Work processes for further description of information security regulations.

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 Log-in time
- Failed log-in attempts
- Log-in history
- Originating IP address
- Browser type
- Opened document/data opened
- Downloaded document/data
- Uploaded document/data
- Edited document/data
- Moving documents within internal folder structure
- Deleted document/data
- Document distribution via internal distribution functionality (routing)
- Changes in user access groups memberships (performed by Super users)

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.

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

- Help diagnose problems reported to support desk by the User
- Aggregation to analyse and improve the performance of the service, but where data is then anonymized.
- Security event management
- Compliance requirements as License2Share also serves the purpose as an archive solution for NCS for official sharing of documents within Joint Ventures on NCS where it is essential to have audit trails on which user uploaded or modified documents on behalf of his/her employer.

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 for other License2Share User organisations, with the purpose of managing and auditing JVs.

5.5 Transfer of personal data abroad

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

5.6 Deletion of data

The Data controller may delete data according to the L2S Work processes.

6 Termination

To ensure compliance with the Norwegian Petroleum Act and its relevant regulations data are not deleted.

7 EPIM's additional obligations

None.

8 User organisation's additional obligations

8.1 License2Share Work processes

A number of License2Share Work processes have been developed and acts as procedures covering all aspects of use of License2Share. It is each company's obligation to ensure that prevailing License2Share Work processes are known and adhered to at all time.

8.2 Company administrator

Each User organisation must appoint a Company administrator, being the User organisation's overall License2Share administrator. These responsibilities include:

- Participating as a member of License2Share Reference group.
- Being responsible for the company's internal License2Share user group.
- Having the authority to perform actions and order services across the company's operated JVs.

The person signing the relevant Order form will be assigned the role of Company administrator unless the User organisation is already registered on License2Share in which case the existing Company Administrator is kept.

Change of Company administrator is a service catalogue item which is free of charge.

8.3 Data overview

Upon request from EPIM, the User organisation must present a list of any own subcontractors involved in access to or processing of data controlled by other User organisations, consumed from EPIM's Services.

9 Governance

All decisions concerning design, maintenance, operation and functionality are made by the License2Share Reference group.

10 Change Log

September 2017 version is the first version.