

ReportingHub

Special terms

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Deprecated 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 regard to the Services covered by these Special terms:

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

2 Service

2.1 Description

Provides a single point of interaction for operators to communicate reports both towards partners and authorities.

A service designed to comply with requirements. A flexible knowledge database for receiving, validating, storing and transmitting reports from the operators to partners and authorities with sufficient access control and security.

ReportingHub currently accepts:

- Daily Drilling Reports
- Daily Production Reports
- Monthly Production Reports

The reports are validated and stored in ReportingHub, for the operators and partners to download.

ReportingHub delivers data to License2Share and DISKOS, for communication to Norwegian Petroleum Directorate.

2.2 Access management

Refer to "How to get access" on www.epim.no/erh.

2.3 Support

Refer to contact information for Support on www.epim.no/erh.

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

EPIM distribute uploaded data according to pre-defined routes, using machine to machine interfaces.

3 Service fees

No specific fees for ReportingHub.

4 Security

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

- ReportingHub is only available on the oil & gas industry network SOIL for separation from Internet.

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:

- User information.
- Approver information contained in uploaded information from User organisation.

5.2.1 User Account information

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

5.2.2 User Activity event logging

- Failed log-in attempts
- Uploaded document/data
- Download document/data
- Originating IP address
- Browser type
- Password changed

5.2.3 User Preferences

Currently no User preference information in use in ReportingHub.

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
- Ensure traceability of who uploaded/downloaded reports on behalf of their employer
- Aggregation of event data 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, as ReportingHub currently do not store any personal preferences.

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

Personal data will not be transferred to any Third parties, with exception of incorporated information in uploaded data.

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

When a User no longer should have access to the service the User's account is set to disabled.

No data is deleted as all historic information/data transactions must be traceable due to compliance requirements.

6 Termination

No data will be deleted upon termination.

7 EPIM's additional obligations

None.

8 User organisation's additional obligations

None.

9 Governance

ReportingHub is governed by the ReportingHub Reference group.

10 Change Log

September 2017 version is the first version.

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