

Data Protection and Information Security Policy

Objective

Aker Solutions handles information in a compliant and secure way, respects the individual's rights to privacy and processes personal data in a fair and transparent manner

Commitment

- We shall safeguard personal and company information as an integral part of our culture and the way we work
- We shall comply with relevant laws, regulations, industry frameworks and best practices, in our management of information security and data privacy
- We shall have secure and efficient exchange of data and information internally and externally
- We shall implement the necessary electrical and physical safeguards and countermeasures to minimize information security threats based on risk
- We shall safeguard all internal and external information processed, whether on computer systems, in the cloud or on removable storage devices
- We shall take special care when discussing personal data and company information in public or private places and when sharing information by post, mail, social media or other electronic devices
- We shall provide the right level of resources to ensure that this policy is implemented appropriately

Behavior

- We minimize processing of personal data, use such data only for specific purposes, retain only for as long as needed
- We only provide access to sensitive and confidential information to those who have a legitimate need and right to that information, this applies both to verbal and non-verbal information
- We understand and respect the information classification levels defined in Aker Solutions, classify the information for which we are responsible for, and encrypt transmissions of strictly confidential information or sensitive personal data
- We take care when opening email communication including attachments both from known and unknown sources
- We never upload information or data to internet services that are not sanctioned by the company and we never misuse company provided electronic equipment

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