



# SEAPEX Data Protection Policy

## Revision 1: 27 July 2017

This data protection policy applies to the South East Asia Petroleum Exploration Society "SEAPEX". This policy governs the collection, use and disclosure of membership data submitted to SEAPEX, and explains how we collect and handle data of individuals and comply with the requirements of the Personal Data Protection Act 2012 of Singapore and its regulation(s) ("PDPA").

## Data Protection Policy

### Summary

We will collect, use or disclose membership data for reasonable business purposes only if there is consent or deemed consent from the individual and information on such purposes have been notified. We may also collect, use or disclose membership data if it is required or authorised under applicable laws.

### Collection and Use of Membership data

We collect data from members provided to us in forms filled out by individuals through our membership application website. Whilst the main purpose of this site is to collect business contact information, we recognize that in some cases personal information, as defined in the PDPA may be collected. We collect membership data for the following purposes, in accordance with consent given at the time of collection:

- (a) the processing of the membership application;
- (b) the administration of the membership with our organisation; and
- (c) sharing exclusively with other SEAPEX members via secure login.

We will only collect, hold, process, use, communicate and/or disclose such membership data, in accordance with this policy.

You may choose to remove your contact details from the SEAPEX website by contacting Judy Foong via email:

Please allow 28 days for your request to be processed.

### Disclosure of Membership data to Third Parties

We do not disclose membership data to third parties except when required by law, when we have your consent or deemed consent.

### Access to and Correction of Membership data

Upon request, we will provide a member with access to their membership data or other appropriate information in accordance with the requirements of the PDPA.

Upon request, we will correct an error or omission in the individual's membership data that is in our possession or control in accordance with the requirements of the PDPA.

### Withdrawal of Consent

Upon reasonable notice being given by an individual of his withdrawal of any consent given or deemed to have been given in respect of our collection, use or disclosure of his membership data, we will inform the individual of the likely consequences of withdrawing his consent. We will cease (and cause any of our data intermediaries and agents to cease) collecting, using or disclosing the membership data unless it is required or authorised under applicable laws.

### Accuracy of Membership data

We will make a reasonable effort to ensure that membership data collected by us or on our behalf is accurate and complete.

### Security and Protection of Membership data

SEAPEX has implemented a secure website in order for members to access business contact details for all other members.

### Retention of Membership data

SEAPEX will cease to retain membership data, as soon as it is reasonable to assume that the purpose for collection of such membership data is no longer being served by such retention, and such retention is no longer necessary for legal or business purposes.

### Transfer of Membership data outside of Singapore

We will ensure that any transfers of membership data to a territory outside of Singapore will be in accordance with the PDPA to ensure a standard of protection to membership data so transferred that is comparable to the protection under the PDPA.

### Data Protection Officer

If you believe that information we hold about you is incorrect or out of date, or if you have concerns or further queries about how we are handling your membership data, or any problem or complaint about such matters, please contact our Data Protection Officer Mark Lewis, at [mark.j.lewis@conocophillips.com](mailto:mark.j.lewis@conocophillips.com)

### Modifications

We reserve the right to modify or amend this Policy at any time. The effective date will be displayed at the beginning of this Policy. To keep you informed, we will notify changes to this Policy by prominently identifying the alteration for a period of not less than two weeks on our home page at <https://www.seapex.org>