

FY 21 Code of Conduct Field Refresher Training

Topic 3 - Data Privacy - Protecting Personal Information and the General Data Protection Regulation (GDPR)

Instructions for Presenter

- ALL field personnel (incl job shoppers) that perform work for Worley and who do not have regular access to a computer should attend.
- Present each topic at daily toolbox talk. You can present them 4 days in a row or 1 topic per week. Feel free to use another scenario or example that is more relevant to your audience.
- Print and distribute Employee Privacy Notice declaration to all
- At the end of this presentation, please ensure everyone signs the attendance sheet and the Employee Privacy Notice declaration and return them to HR/People Group.

Our 6 key principles for handling the personal data of individuals:

- Data must be processed fairly, lawfully and transparently
- Data must only be collected to the extent necessary for the purpose it is intended – and not more
- Data must be accurate and reasonable steps are made to ensure it remains accurate
- Data must be kept in a form that allows individuals to be identified only as long as is necessary – that is, with appropriate retention times
- Data must be kept securely and protected from unlawful access, accidental loss or damage
- Data must be collected and processed for specific reasons and not used beyond its original use

So, how can you assist to protect personal data?

- Use strong, unique passwords and don't share it
- Be alert to ANY requests for personal data!
- Don't share personal data with others – if that person does not have access themselves or you don't have permission to do so.
- Keep your ID badge safe
- Don't let unknown people onto the premises
- Delete data securely once it's retention time has lapsed
- Promptly report any suspicions of data incidents or breaches

What do you do in case of a data breach?

- Act quickly if you suspect a personal data breach has occurred, send an email to support@worley.com. Type Personal Data Breach in the short description field and provide supporting information OR
- Report it to Ethics Helpline at www.worleyethics.com

Our privacy tools and policies



- Email: dpo@worley.com if you have any questions about data protection.



- Employee Privacy Notice – for employees and contractors. Contains more information on how we process data. (Please collect yours at the end of this session).



- Subject Access Request – procedure and form to request personal data held by Worley

Let's take a quick poll: What is personal data? (Pause for answers before giving examples below)

- Name, age, gender
- Relationship status
- Email, home address, other location data
- Phone numbers
- Photos of employees, customers, suppliers or contractors
- Banking, payroll or insurance records
- Any physical, physiological, genetic, mental, economic, cultural or social identity information

Personal data is anything that can be used to identify an individual. Every employee has a responsibility to protect the personal data in your possession.

What if....? You receive an email from your supervisor regarding your wages which also contains the wages of 20 other co-workers, obviously by mistake. What should you do?

Notes for Presenter:

Immediately delete the information regarding the other co-workers, alert the sender, and also send an email to dpo@Worley.com or support@Worley.com. Write 'Personal data breach' in the heading of your email.