

---

ABB MARINE ACADEMY

# Privacy Notice

## Full version

### 1. Introduction

This Privacy Notice ("Notice") applies to the ABB Group of companies, which means ABB Ltd, Switzerland and each entity in which ABB Ltd, Switzerland, directly or indirectly, has a majority holding or owns or controls the majority of voting rights. The ABB company that is identified as Controller (referred to as "ABB" or "we"), is responsible for the processing of your personal data and controls how it is used, in accordance with this Notice.

At ABB, respecting your data protection rights is a top priority. This Notice explains how we use personal data about you, how we process such data, and what rights you have regarding your personal data.

### 2. Who is responsible for the processing of your personal data?

ABB Oy, Stroembergintie 1, 00380 Helsinki, Finland will be the main "Controller" of your personal data – this company is responsible for the privacy of your data.

Other subsidiary companies of ABB as listed in the Section "Parties we share your personal data with (in and outside the EU and EEA or outside the country where the ABB company that controls your data is located)" may also receive and process your personal data, either in the capacity of controller or processor and this Notice applies equally to them.

### 3. The types of information we collect and use?

We collect the following categories of personal data, including:

- First name;
- Last name;
- Date of birth;
- Interview assessment/feedback;

- Job/position/title

In some cases we may also collect:

- Personal email;
- Business email;
- Business mobile number;
- Employee number;
- Passport number;
- Training records;

#### 4. Why we use your personal data?

We use your personal data as described above for the following purposes:

- create personal accounts in applications;
- train staff and/or suppliers and contractors;
- be able to analyze personal data to provide customers with relevant information;
- administrate and perform customer surveys, marketing campaigns, market analysis, sweepstakes, contests, or other promotional activities or events;
- manage the customer relationship, including capturing personal data of potential customers for future communications;

We only collect the personal data from you that we need for the above purposes. For statistical purposes, improvement of our services and testing of our IT systems we use as much as reasonably possible anonymized data. This means that these data can no longer (in)directly identify you or single you out as an individual.

#### 5. The legal basis we rely on

We use your personal data for the purposes described in this notice based on one of the following legal bases, as applicable:

- Legitimate interest

Our legitimate interests to collect and use the personal data for this purpose are to identify trainees and contact persons of the Customers in order to perform Marine Academy training. You may obtain a copy of our assessment of why we may process your personal data for these interests by visiting [www.abb.com/privacy](http://www.abb.com/privacy)

#### 6. Parties we share your personal data with (in and outside the EU and EEA or outside the country where the ABB company that controls your data is located)

We only share your personal data with other ABB affiliates or third parties as necessary for the purposes described in the table below. Where we share your personal data with an affiliate or third party so that it is transferred to or becomes accessible from outside the European Union ("EU") and the European Economic Area ("EEA") or outside the country where the ABB company that controls your

data is located, we always put adequate safeguards in place to protect your personal data. Examples of these safeguards are an adequacy decision of the European Commission ([read more here](#)), Standard Contractual Clauses ([read more here](#)), Privacy Shield certification ([read more here](#)), and the Binding Corporate Rules that some of our suppliers have adopted ([read more here](#)). We have taken additional measures for the transfer of data from within to outside the EU, EEA and outside the country where the ABB company that controls your data is located to protect your personal data. If you would like an overview of the safeguards which are in place, please submit a request at [www.abb.com/privacy](http://www.abb.com/privacy).

Recipient category	Recipient location	Purpose
ABB affiliates and subsidiaries	EEA and non-EEA: Italy, Netherlands, Norway, Singapore, United States of America	Sharing the data of participants in order to perform the training
Training providers	EU/EEA	Sharing the data of participants in order to perform the training
Service providers such as IT services, cloud services and other advisors or service providers working on ABB's behalf	EU/EEA and non-EU/EEA (global)	Supporting maintenance, troubleshooting and IT services.

#### 7. How long we keep your personal data

Based on mandatory legislation, ABB must keep certain personal data for a minimum period of time. We only keep your personal data for as long as necessary for the purposes described in this privacy notice. We have to be able to verify the trainings which customer has taken. As part of our third party certification (DNV-GL) for certified maritime training provider we are required to maintain a storage system for training participation.

At the same time, applicable data protection laws require that we do not keep personal data in an identifiable form for any longer than is necessary for the purpose for which the personal data is being processed. Through the setting of IT applications and policies we ensure that our keeping of your personal data is deleted when we no longer need it.

For more information regarding specific retention periods that apply to your personal data, please submit a request at [www.abb.com/privacy](http://www.abb.com/privacy).]

### 8. Your data privacy rights

Depending on the jurisdiction in which you are located and in which your personal data is processed, you may have the following rights:

Data privacy rights	What it means
The right to access your data	You are entitled to ask ABB for an overview of or to obtain a copy of the personal data we hold about you.
The right to have your data corrected	You may request immediate correction of inaccurate or incomplete personal data we hold about you.
The right to have your data erased	You may request that personal data be erased when it is no longer needed, where applicable law obliges us to delete the data or the processing of it is unlawful.
The right to restrict data processing	You have the right to restrict the processing of your personal data in specific circumstances.
The right to data portability	You have the right to receive your personal data in a structured, machine-readable format for your own purposes, or to request us to transfer it to a third party.
The right to object to data processing	You have the right to object to our processing of your personal data where we rely on our legitimate interests as the basis for our processing, where your data protection rights outweigh our reasoning for legitimate interests.
The right to withdraw consent	Where ABB has asked for your consent to process personal data, you may withdraw your consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

Please note that the rights described above are not absolute, and that your request cannot always be met entirely. For example, sometimes we cannot delete or restrict the processing of your personal data as we may have legal obligations or contractual obligations to keep certain such personal data.

You may request to enforce your data privacy rights at [www.abb.com/privacy](http://www.abb.com/privacy).

### 9. Contact and further information

If you want to access your personal data, make use of any of your other rights mentioned above or if you have any questions or concerns about how ABB processes your personal data, please contact our Group Data Protection Officer at [privacy@abb.com](mailto:privacy@abb.com), or submit your complaint at [www.abb.com/privacy](http://www.abb.com/privacy).

Should you not be satisfied with our response or believe we are processing your personal data against the law, you may also have the right to file a complaint with the Data Privacy Authority in your country of residence or work, or seek a remedy through the courts where you believe an infringement of data privacy laws may have taken place.