



# Job Applicant Privacy Notice

**HELMERICH & PAYNE Inc**



**Policy Description:** Policy describing H&P's processing of personal data for job applicants

**Effective Date:**  
03/01/2024

**Department:** Compliance

**Ref Num:** 1.0

## Overview

This Privacy Notice describes how Helmerich & Payne, Inc and its subsidiaries (the "Company") collects, uses, shares, and otherwise processes individually identifiable data about potential participants in our workforce including applicants and candidates (Employee Candidates). This Privacy Notice applies to Personal Data that we collect through our online job applicant website, through other offline means such as career fairs, and through the interview process.

## What data we collect

### Personal Data


Your "personal data" is any information that identifies, relates to, or describes you, or data that is reasonably capable of being directly or indirectly associated or linked to you. This notice also describes sensitive personal data that we collect in connection with your potential employment with us.

<b>Basic Data</b>	Name, Phone Number, Home and Mailing Address, Email Address, Contact Details, Country
<b>Employment Data</b>	Previous Work Experience and Responsibilities, Educational Degrees and History, Professional Certifications, Language Skills, Compensation Data, Resume Data (any data or information on a resume that is voluntarily provided), Work Transportation Data, Workplace Location Preferences, Acceptance of company policy regarding drug and alcohol use
<b>Compliance Data</b>	Driver's License Number, National ID Number, Social Security Number, Work Visa Data/Certification of Legal Work Status
<b>Sensitive Personal Data (where allowed by local law)</b>	Work accommodations related to disabilities etc., Health and medical information related to fitness to perform job duties

## Sources of Personal Data

We collect personal data from a variety of sources including:

- Directly from you (the individual)
- Your previous and current employers
- Service providers such as payroll services
- Insurance and benefits providers
- Travel partners (e.g., travel agents and portals, car service, and ride share companies)
- Background check services

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- Online sources, including social networks
- Open government databases and other public sources

## Use of Personal Data

We use your personal data when considering employee candidates for open job positions within The Company, and will not use the data provided for any other purposes.

### Lawful Basis

We collect, use, and disclose personal data as necessary to carry out an employment contract and employment relationship with you, the individual, and to comply with any local legal requirements.


## Data Sharing

The Company may transfer your Employee Candidate Data, including any Sensitive Employee Candidate Data as necessary, to third parties for the processing purposes identified above, as follows:

<b>Within the affiliated group</b>	We share your Employee Candidate Data with our ultimate parent company, Helmerich & Payne, Inc. in the United States (controller) and its subsidiaries, as necessary for the purposes identified above. The Company will implement appropriate solutions to address cross-border transfers as required by applicable law.
<b>With certain Data Processors</b>	Certain third parties, whether affiliated or unaffiliated, may receive your Employee Candidate Data to process such data under appropriate instructions ("Data Processors") as necessary to support and facilitate the processing purposes identified above. The Data Processors will be subject to contractual obligations to implement appropriate technical and organizational security measures to safeguard the Employee Candidate Data, and to process the Employee Candidate Data only as instructed.
<b>With other recipients</b>	The Company may also disclose your Employee Candidate Data as required or permitted by applicable law to governmental authorities, courts, external advisors, and similar third parties.

## Cross-Border Data Transfers

We transfer Personal Data to various jurisdictions as necessary for the purposes described above, including to jurisdictions that may not provide the same level of data protection as your home country. We provide appropriate protections for cross-border transfers as required by law for international data transfers. With respect to transfers originating from the European Economic Area ("EEA"), we implement standard contractual clauses approved by the European Commission, and other appropriate

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solutions to address cross- border transfers as required by applicable law. Where required by such laws, you may request a copy of the suitable mechanisms we have in place by contacting us as detailed below.

## Data Security

We implement reasonable technical and organizational measures to protect Personal Data from loss, misuse and unauthorized access, disclosure, alteration, and destruction.

## Data Retention

Your Employee Candidate Data is stored by the Company and/or our service providers, strictly to the extent necessary for the performance of our obligations and for the time necessary to achieve the purposes for which the Employee Candidate Data is collected, in accordance with applicable data protection laws in accordance with our record retention policies and schedules.

## Data Subject Rights

Pursuant to applicable data protection laws you may have the right to:

- Request access to your Employee Data
- Request rectification of your Employee Data
- Request erasure of your Employee Data
- Request restriction of processing of your Employee Data
- Request data portability
- Object to the processing of your Employee Data

**Please note that these aforementioned rights might be limited under the applicable national data protection law.**

## Contact Us

If you have questions or comments regarding this Privacy Notice or our privacy practices, please contact us at:


**Globally:**  
[dataprivacy@hpinc.com](mailto:dataprivacy@hpinc.com) or +01 844.981.2003

Written communication sent to the following address: 222 N. Detroit Ave Tulsa, OK 74103

**Colombia Residents:**  
[rnbnd@hpinc.com](mailto:rnbnd@hpinc.com) or 57.13816523 or +01 844.981.2003

Written communication sent to the following address: CALLE 100 # 9A-45 TORRE 2, PISO 7, BOGOTÁ D.C., COL.

For a proper submission of inquiries, complaints or claims, the holder must provide his/her full name, identification number, the reason for the request and the means through which the Company will respond. The Company is expected to respond within ten (10) business days from receipt of the inquiry.

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**Argentina Residents:**

[dataprivacy@hpinc.com](mailto:dataprivacy@hpinc.com) or 97.124147555 or 01 844.981.2003

Written communicaiton sent to the following address: Edison 2659 Piso 2 Edificio Oeste, B1640HSA, Buenos Aires, AR

The Public Access Information Agency, in its capacity as the Enforcement Authority of Law No. 25,326, has the power to receive complaints and claims from individuals affected by non-compliance with current personal data protection law.

***You may also have a right to lodge a complaint with a supervisory authority. When exercising your Data Subject Rights, we may need to request additional information to verify your identity. This information will be used solely for this purpose, and will be deleted once no longer needed to fulfill your request.***

Effective Date: March 1<sup>st</sup>, 2024