

PERSONAL DATA PROCESSING POLICY FOR SUPPLIER

1. **Definitions.** In accordance with current legislation on the subject definitions are:
 - a) **Authorization:** Expressed and informed prior consent of the Data Subject to carry out personal data processing.
 - b) **Database:** Organized personal data set that is subject to processing.
 - c) **Personal Data:** Any information that can be associated or linked to one or more identified or identifiable natural persons.
 - d) **Sensitive Data:** The one that affects the privacy of the Data Subject or whose misuse may lead to discrimination, such as those revealing racial or ethnic origin, political orientation, religious or philosophical beliefs, membership of unions, social organizations, human rights or promoting interests of any political party or that ensure the rights and guarantees of opposition political parties, as well as data relating to health, sex life, and biometric data.
 - e) **Data Manager:** Natural or legal person, private or public, who by itself or in association with others, perform the processing of personal data on behalf of the Data Controller.
 - f) **Data Controller:** Natural or legal person, private or public, which by itself or in association with others, decides on the data bases and/or data processing.
 - g) **Data Subject:** Natural person whose personal data is subject to processing.
 - h) **Processing:** Any operation or set of operations on personal data, such as the collection, storage, use, data movement or deletion.
2. **Data Controller** the Personal Data Controller is PARKER DRILLING COMPANY INTERNATIONAL LIMITED (hereinafter "PARKER DRILLING"), domiciled in Bogotá.

Contact details are:

- Office Address: Calle 110 # 9-25 Oficina 1006 Torre Frontera Energy
- Phone: 742 82 80
- E-mail: politicadedatoscolom@parkerdrilling.com

3. **Data Manager** the Personal Data Manager is PARKER DRILLING domiciled in Bogotá.

Contact details:

- Office Address: Calle 110 # 9-25 Oficina 1006 Torre Frontera Energy
- Phone: 742 82 80
- Email: politicadedatoscolom@parkerdrilling.com

4. **Collected Personal Data.** Personal data to be collected and included in the database will be limited to personal data that is relevant and suitable for the purpose for which it is collected as follows:

- a) Company name
- b) Data subject / Name of Legal Representative
- c) Name of Parent Company
- d) Mailing address
- e) Tax Identification Number
- f) E-mail
- g) Contact Phone
- h) Address for written communications

Supplier Classification

- Authorized Dealer. (Obtain in Colombia parts and services from foreign suppliers)
- Manufacturer. (Exclusive supplier of any brand or service)
- Service / Technology Supplier (Establish supplier's economic activity)

Trade References

Name of Company
Contact Name
Phone
Fax
E-mail

Bank Information

Bank Name - (Financial Management)
Account Number - (Financial Management)

Tax Information

Natural Person (Tax)
Legal Person (Tax)
Common System (Tax)
Simplified System (Tax)
Large taxpayer (Tax)
Auto Retainers (Tax)

5. Purpose of the collection of personal data. Personal data relating to the preceding article shall be used directly or through designated third parties, among others, and in a purely declarative way for the following direct and indirect purposes related to the object and purpose of PARKER DRILLING.

- a) Count on updated contact information for the management of good communications with our suppliers
- b) Knowledge of the supplier and of all the services they can offer
- c) Ensure that the quality and HSE policies of our Company are also assumed by our suppliers
- d) Count on the bank and tax information necessary to fulfill our contractual obligations with the supplier and with those required by the Colombian law

6. Responsibilities of PARKER DRILLING in its capacity as Data Controller. PARKER DRILLING will have the following responsibilities:

- a) Ensure the Data Subject, at any time, the full and effective exercise of the right of habeas data;
- b) Request and maintain, as provided in this Act, a copy of the authorization granted by the Data Subject;
- c) Duly inform the Data Subject about the purpose of the collection and the rights they enjoy by virtue of the authorization granted;
- d) Preserve the information under the security conditions necessary to prevent tampering, loss, consultation, use, or unauthorized or fraudulent access;
- e) Ensure that the information supplied to the Data Manager is truthful, complete, accurate, current, verifiable and understandable;
- f) Update, communicating the Data Manager in a timely manner, all the changes regarding the data previously supplied and take other necessary steps to ensure that the information supplied is kept current;
- g) Rectify the information when incorrect and duly communicate the Data Manager;
- h) Provide the Data Manager, as appropriate, only with data whose processing has been previously authorized under the provisions of Act 1581 of 2012;
- i) At all times demand from the Data Manager respect for the security and privacy of the information of the Data Subject;
- j) Deal with inquiries and complaints as stated in the terms established by Act 1581 of 2012;
- k) Inform the Data Manager when certain information is being discussed by the Data Subject, once the claim has been filed and the respective process has not ended;
- l) Inform, under request of the Data Subject, regarding the use given to their data;
- m) Inform the data protection authority when violations of safety codes are presented and there are risks in the management of the Data Subject information;
- n) Comply with the instructions and requirements provided by the Superintendence of Industry and Commerce.

7. Rights of Data Subjects. The Personal Data Subject will have the following rights:

- a) Know, update and correct the personal data before PARKER DRILLING or other company responsible for the processing of the personal data indicated in this policy. This right may be exercised, among others for partial, inaccurate, incomplete, fragmented, misleading, or whose processing is prohibited or not authorized;

- b) Request proof of authorization granted to PARKER DRILLING, except with regards to personal data on which the Act 1581 of 2012 expressly releases the authorization as a condition for processing;
- c) Be informed by PARKER DRILLING under request regarding the use that has been given to the personal data;
- d) Submit to the Superintendence of Industry and Commerce complaints for violations of the provisions of Act 1581 of 2012 and other regulations that may modify, add or supplement it;
- e) Revoke the authorization and / or request the deletion of data when in the processing the principles, constitutional and legal rights and guarantees are not respected. The revocation and / or suppression shall apply when the Superintendence of Industry and Commerce has determined that in the processing, the manager or controller has engaged in conducts contrary to the law and the Constitution;
- f) Access for no cost to the personal data that have undergone the processing.

8. Legitimation for the exercise of the rights of the Data Subjects. The rights of the Data Subjects may be exercised by the following persons:

- a. By the Data Subject who shall prove his/her identity;
- b. For his/her successors who shall certify such quality;
- c. By the representative and/or proxy of the Data Subject, prior accreditation of the representation or proxy, and
- d. By stipulation in favor of another person or for another person.

9. Authorization. Prior expressed and informed consent of the Data Subject shall be required in writing for the collection and processing of personal data. The request for authorization shall inform about the data that will be collected and the purpose as well as and the rights of the Data Subject and the contact information of PARKER DRILLING.

This authorization shall be available for future reference by Data Subject.

10. Cases in which no authorization is required. In accordance with Act 1581 of 2012, the authorization of the Data Subject shall not be required in the case of:

- a) Information required by a public or administrative entity exercising its statutory functions or court order;
- b) Data of public nature;
- c) Cases of medical or health emergency;
- d) Processing of the information authorized by law for historical, statistical or scientific purposes, and
- e) Data related to the Civil Registry Office.

- 11. Queries.** The Data Subject shall consult the relevant information resting in databases and the use that has been given to their personal data. The Data Subject shall also request proof of authorization granted to PARKER DRILLING for the processing of their personal data.

For the attention of the queries described the area responsible has been assigned to politicadedatoscolom@parkerdrilling.com and the following means have been enabled:

- Email: politicadedatoscolom@parkerdrilling.com
- Mailing address: Directed or filed at Calle 110 # 9-25 Oficina 1006 Torre Frontera Energy
- Phone: 742 82 80
- Form provided on the website: <http://www.parkerdrilling.com/privacy-and-terms-of-use.aspx>

All inquiries will be answered within a period not exceeding ten (10) working days from the date of receipt. If it is not possible to satisfy the inquiry within the time specified, the requester shall be informed about the reason for the delay, suggesting the date on which the response will be given. Either way, the new date shall not exceed five (5) business days following the expiration of the initial term of ten (10) days.

- 12. Claims.** The Data Subject who considers that any information resting in databases must be subject to correction, update or deletion, cancellation of authorization of, he/she can file a complaint before PARKER DRILLING, which will process under the following rules:

The claim shall be made by application directed to PARKER DRILLING, politicadedatoscolom@parkerdrilling.com with the identification of the Data Subject, the description of the facts causing the claim, address, and accompanying documents to be enforced. If the claim is incomplete, the person concerned will be required to remedy the flaws within five (5) days after receipt of the claim. After two (2) months from the date of application, without the applicant presenting the required information, it will be deemed to have abandoned the claim.

Upon receipt of the complete claim, a comment shall be included in the database saying "pending claim" and the reason thereof, within a period not exceeding two (2) business days. This comment shall be maintained until the claim is resolved.

The maximum term to address the claim will be fifteen (15) business days from the day following the date of its receipt. When it is not possible to resolve the demand within said term, the Data Subject shall be informed about the reasons for the delay and the date on which the claim will be resolved, which in no case shall exceed eight (8) business days following the expiration of the initial term of fifteen (15) days.

- 13. Complaints before the Superintendence of Industry and Commerce.** The Data Subject may only raise a complaint before the Superintendent of Industry and Commerce once he/she has exhausted the process of consultation or claim before PARKER DRILLING.

- 14. Changes to this policy.** PARKER DRILLING reserves the right to modify this policy at any time. If substantial changes to this Policy are made, this fact shall be communicated to the Information Data Subjects by sending a notice to the email registered before or no later than when implementation takes place, informing that the new policy may be consulted on the website. Such notice will indicate the date from which the new policy will be enforced. When the change

relates to the purposes of processing, a new authorization will be required from the Data Subject in order to apply the new policies.

15. Effectiveness. This Policy is effective as of March 1st, 2014.