

## Reward Manager Privacy Statement

### Introduction

This statement ("Privacy Statement") provides you with information about our collection and use of your personal data.

bp International Limited (referred to as "bp", "we" or "us") is responsible for this online base pay management solution (the "Service") and controls the personal data it collects. bp is a company registered in England and Wales with company number 00542515 whose registered office is at Chertsey Road, Sunbury on Thames, Middlesex TW16 7BP. We can be contacted at

HRISRewardManager@bp.com.

### The personal data we collect and how we use it

The Reward Manager site allows line managers, P&C and other teams who have a legitimate need to access the system to: review and override pre-populated base pay increases, bonus payments and equity awards; and print pay discussion guides. In addition the site allows the recording of sales targets for nominated employees and the recording of achievements and calculation of sales bonuses. The site also records the ad-hoc award of Restricted Shares to employees each quarter.

Personal information already held in bp's Human Resources systems is fed automatically to Reward Manager via secure encrypted data feeds overnight.

Some of this information is sensitive (e.g. date of birth, nationality and ethnicity) and will be included if you have voluntarily provided it or if its collection is required by law. It will only be available to P&C who need it for reporting purposes and it is not accessible or viewable by line managers.

In accordance with our Global Data Privacy Policy, we reserve the right to disclose your personal information as required by law or when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, request from a regulator or any other legal process served on us. In the event that bp is subject to a takeover or acquisition we may disclose your personal information to the new owner of the business.

### The legal grounds for processing

We rely on our legitimate business interests to manage and record individual's performance for the Purposes. Participation is required as part of your employment contract. If you have any further questions, please contact us at HRISRewardManager@bp.com.

### The recipients of personal data and transfer to other countries

In order to provide the Service we may disclose your personal data to other companies within the bp Group, which may be located outside the EEA (European Economic Area). Your personal data remains protected by bp's Data Privacy Rules which guarantee an adequate level of data protection across the bp Group.

In order to provide the Service bp will need to disclose your personal data to third-party service providers (who may be located inside or outside the EEA). We use the services of a third-party cloud service provider to host our applications and data. Hosting is located within the European Economic Area. The third-party provider acts in accordance with our written instructions when processing your

personal data and protects your personal data in line with the contractually required security measures.

If we require the transfer of your data to non-bp entities outside the EEA we will ensure adequate protections are in place such as model clauses or Privacy Shield Certification. If you want to see a copy of the relevant parts of these written contracts please contact us at [HRISRewardManager@bp.com](mailto:HRISRewardManager@bp.com).

### Security

We take appropriate security measures to prevent unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss of your personal information. Some of the steps we take may include encryption, firewalls, tight access control permissions and physical access barriers.

### Retention and deletion

Your personal information will be kept for the legally permissible duration as required by local legislation or for justifiable business requirements in accordance with bp's Record Management Policy after which time it will be deleted from the Reward Manager system or aggregated so that you are no longer directly identifiable.

### Individual's rights and complaints

You can update some of your personal information held in Reward Manager by requesting it be amended in your local Human Resources system which will feed through to Reward Manager via a daily feed. Please note that regarding your personal data which bp collects and processes, you are entitled to:

- Request a copy of your personal data.
- Ask for correction of your data, if it is incomplete or inaccurate.
- Ask for deletion of your personal data, if it is being processed unlawfully.
- Object to the usage of your data and temporarily restrict its processing.
- Be provided with an electronic, re-usable copy of your personal data where bp's processing is based on your consent, or where the processing is necessary for the performance of a contract between bp and you.
- Where bp is legitimating the processing by relying on your consent, you may withdraw freely any previously given consent.

If you wish to exercise any or all of these rights, please contact us at [HRISRewardManager@bp.com](mailto:HRISRewardManager@bp.com). Note: your exercise of these rights may be subject to certain exemptions and/or conditions. You have a right to lodge a complaint with your national data protection supervisory authority.

If you would like to get in touch please contact us via

[HRISRewardManager@bp.com](mailto:HRISRewardManager@bp.com).

### Site traffic information

Servers located within bp and hosted by third-party service providers (which may be located outside the EEA) automatically log data about your visit to this website based on your IP address. bp uses this information to see where the website is being used in the world to ensure seamless coverage.

### Updating this Privacy Statement

This Privacy Statement was last updated in January 2024.