

This General Data Privacy Notice is effective from 25th May 2018.

GENERAL DATA PRIVACY NOTICE FOR CZECH REPUBLIC

This General Data Privacy Notice, as well as the Annex included herein, describes the processing of personal data pertaining to ExxonMobil employees, former employees, applicants and contractors by ExxonMobil affiliates (“ExxonMobil”) established in the member states of the European Economic Area (EEA) or in Switzerland.

Individuals to whom this notice is addressed

This notice is addressed to (i) ExxonMobil current employees, including all current interns and/or temporary employees, (ii) ExxonMobil job applicants, (iii) ExxonMobil former employees and (iv) ExxonMobil contractors (which term includes consultants, seconders, independent contractors and short-term service contract employees) whose personal data is collected by the data controller(s) listed in Section 2 below.

By “processed” or “processing” we mean any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

The term “personal data” means any information relating to an identified or identifiable natural person (“data subject” or “individual”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. The categories of personal data processed by ExxonMobil are listed in the Annex, which also includes relevant information on the purpose of the processing, the legal basis which justifies each processing operation and the particular categories of personal information that are being processed.

Purpose of this notice

The purpose of this notice is to inform individuals from whom personal data is being collected about:

- (1) the identity of the ExxonMobil affiliate collecting the personal data, as data controller
- (2) ExxonMobil’s compliance with data protection laws
- (3) Categories of personal data and purposes for data collection (4) the types of parties to whom ExxonMobil discloses personal data
- (5) International transfers of personal data

(6) data accuracy

(7) security and confidentiality applied by ExxonMobil to the personal data

(8) the employee's, former employee's, applicant's and contractor's rights to access, rectification, and erasure of personal data, to data portability, to the restriction of and objection to the processing of personal data

(9) processing of sensitive personal data

(10) monitoring of use of company assets

(11) automated decision making

(12) records retention

(13) data protection related questions and complaints

ExxonMobil will provide more information about particular processing activities, where needed. This will be done through specific processing notices, as explained in Section 3. The specific processing notices, when applicable, are complementary to this General Data Privacy Notice.

1. Data Controller

Personal data is collected by the ExxonMobil affiliate in the EEA or Switzerland with which the respective applicant/employee/former employee is expected to have/has/had his or her employment contract/relationship, or in the event of a contractor, the ExxonMobil affiliate in the EEA or Switzerland to whom the contractor provides its services. These ExxonMobil affiliates determine the purpose of, and the means for the processing of the personal data and, as such, act in a capacity as so-called "data controller" of the personal data.

The data controllers in respect of personal data in Czech Republic are:

ExxonMobil Business Support Center Czechia s.r.o..

Address: Vinohradská 151, Praha 3, 130 00

Telephone: 00420 296 583 700

Data Privacy contact: data-privacy-czechia@exxonmobil.com

These ExxonMobil affiliate(s) in the EEA or Switzerland may transfer the personal data to ExxonMobil affiliates located outside of the EEA or Switzerland, in countries that may not be regarded as providing an adequate level of protection to the personal data. The transfers of

personal data to such affiliates will take place in accordance with Section 5. The ExxonMobil affiliates which receive the personal data from the data controller identified above, may in turn process the personal data they have received either as (i.) subsequent data controllers, or (ii.) they may only act upon instruction of the affiliates in the EEA or Switzerland (in the role of data processors), as the case may be.

2. ExxonMobil's compliance with data protection laws

ExxonMobil is committed to processing personal data in a lawful manner.

ExxonMobil will ensure that, when it processes personal data of employees, applicants, former employees and contractors, the processing is allowed under applicable data protection law. In EEA and Switzerland, this means amongst others that ExxonMobil shall assess whether and which justification (legal basis) it has for the processing of personal data, as stipulated in the EU General Data Protection Regulation and applicable law. Depending on the situation, ExxonMobil can justify the processing of personal data of employees, applicants, former employees and/or contractors on various legal bases, which include:

- o ExxonMobil's legitimate business interest to processing the personal data of employees, applicants, former employees and contractors, unless such interests are overridden by the interests or fundamental rights and freedoms of the data subject, and/or
- o The processing is necessary for the performance of a contract to which the employee or contractor is a party, in particular the employment contract between the employee and the relevant ExxonMobil affiliate, and/or
- o The processing is necessary for compliance with a legal obligation to which the data controller is subject, and/or
- o The processing is necessary in order to protect the vital interests of the employee, applicant, former employee or contractor, and/or
- o The employee, applicant, former employee or contractor has given consent to the processing of his or her personal data for one or more specific purposes. When ExxonMobil obtains consent from the data subject to the processing of personal data, the consent can be withdrawn at any time for the future.

For more information on the particular data processing activities, the purposes sought and a description of the specific categories of personal data concerned, please make sure to review the Annex to this notice.

ExxonMobil offers the opportunity for the data subject to object to the processing of his/her personal data and will consider such objections carefully where required by law. For more information about your rights in respect of how ExxonMobil processes your personal data, please refer to Section 8 and/or contact the ExxonMobil Data Privacy Office via data.privacy.office@exxonmobil.com.

3. Categories of personal data and purposes for data collection You can find a detailed overview of the personal data processed by ExxonMobil and the core purposes for which they are used, in the Annex.

Personal data of employees. Generally, ExxonMobil collects and uses personal data about employees for employment-related purposes which are necessary for compliance with applicable labor and social security laws and for the performance of the employment relationship (or similar relationship covering temporary employees or interns), for example, to hire, evaluate, develop, remunerate and terminate employees. ExxonMobil also collects and uses personal data about employees for business-related purposes which are necessary for the safe, effective and efficient operation of ExxonMobil business interests worldwide.

Personal data of applicants. ExxonMobil collects and uses personal data about applicants for recruitment purposes.

Personal data of former employees. ExxonMobil collects and uses personal data concerning former employees for instance for purposes of pension administration.

Personal data of contractors. ExxonMobil collects and uses certain personal data about contractors (independent or seconded) who work for ExxonMobil affiliates in order to administer the contractor, for the contractor's safety, health and security and for business-related purposes which are necessary for the safe, effective and efficient operation of ExxonMobil business interests worldwide.

More specifically, ExxonMobil has identified various core purposes for which it collects and uses personal data about employees, applicants, former employees and contractors, where permitted by law. These include the main purposes listed in the Annex.

For each of these purposes, there are categories of personal data which ExxonMobil will ordinarily process in the normal course of business. These categories of personal data are mentioned in the Annex. ExxonMobil has determined that the processing of these categories of personal data for the stated purpose are justified on the basis of one or more of the legal bases enumerated in Section 2. The relevant legal basis for each purpose is stated in the Annex. In particular, ExxonMobil has determined that the processing of the categories of personal data for the stated purpose as indicated in the Annex is in the legitimate business interest pursued by ExxonMobil and does not disproportionately and adversely affect the employee's, applicant's, former employee's or contractor's fundamental rights and freedoms, especially in light of the nature of the personal data, the legitimate purpose of the processing, and the security measures applied.

Under certain circumstances ExxonMobil will be able to determine that for a given purpose it is appropriate that additional categories of personal data are processed, or that it is appropriate to process personal data for a purpose not listed in the Annex, in which case ExxonMobil will ensure that adequate measures are implemented in order to duly legitimize the processing, such as providing specific processing notices, obtaining consent, or applying specific controls measures, if needed. For each stated purpose, the categories of personal data listed in the Annex

are deemed to be necessary in order to achieve the associated purpose. Failure to provide the specific data can lead to the inability for ExxonMobil or the individual to obtain the full benefits of the stated goal.

4. Disclosure of and access to personal data

“Disclosure” and “disclosing” personal data means giving access to, or sharing the personal data or certain elements of it with people or organizations other than the organization that originally collected the personal data.

Disclosures to internal and external recipients will be performed if the disclosure is: (1) for the performance of the employment contract; (2) with the consent or authorization of the individual; (3) pursuant to a collective labor agreement; (4) further to the legitimate interests of ExxonMobil where this does not adversely affect the privacy interests of the individuals (5) pursuant to business necessity; (6) as permitted or required by law or legal process; (7) as part of the investigation of possible criminal behavior; or (8) in an “emergency situation,” such as when the life or vital interests of the individual are at stake. Within the ExxonMobil Group, personal data is generally disclosed only on a need to know basis to internal recipients such as ExxonMobil employees or contractors within the business lines and within the human resources (HR), information technology (EMIT), medical, security, finance/accounting and legal departments (including disclosures between ExxonMobil affiliates located in the same country, disclosures between ExxonMobil affiliates located in different EEA Member States or Switzerland and disclosures to ExxonMobil affiliates located outside the EEA or Switzerland).

If personal data is shared with an ExxonMobil affiliate outside the EEA or Switzerland, the conditions regarding data transfers (see Section 5 below) apply in addition to the requirements of this section.

External recipients of personal data include entities and persons which intervene as agents, contractors, and other third party data processors processing personal data on behalf of ExxonMobil such as payroll providers, IT service providers (e.g. IT managed service providers, software providers, website hosting,...), consultants and experts and other service providers. Before any personal data is provided to or accessed by agents, contractors and other third party data processors processing personal data on behalf of ExxonMobil, we enter into a written agreement with the third party which requires the third party: (1) not to make any unauthorized further disclosures of the personal data; (2) to use the personal data only for the specified purposes, and only as directed by ExxonMobil; (3) to retain the personal data only as long as necessary to carry out these purposes or to protect company interests (e.g. until the end of statute of limitations periods); and (4) to have in place adequate and appropriate security measures.

In some circumstances, third parties will collect personal data from employees, former employees, applicants and contractors, (e.g a newsletter or data subscription service), in which instance these third parties must protect the personal data in their capacity as a data controller in accordance with applicable law. In other circumstances, for instance if required by law or legal process or in order to defend its rights, ExxonMobil will have to disclose personal data to other third parties, including competent authorities.

If personal data is shared with a third party outside the EEA or Switzerland, the conditions regarding data transfers (see Section 5 below) apply in addition to the requirements of this section.

ExxonMobil does not sell or lease the personal data of employees, applicants, former employees and contractors, for commercial or direct marketing purposes of third parties.

5. International Data Transfers

Transfers between affiliates - The ExxonMobil affiliate in the EEA or Switzerland will transfer personal data to ExxonMobil servers located worldwide and will make the personal data accessible to other ExxonMobil affiliates, some of which are located in third countries that may not be regarded as providing an adequate level of protection of the personal data, a list of which together with the relevant country is available here, in accordance with applicable law. The transfer of personal data outside the EEA or Switzerland is subject to restrictions. ExxonMobil has taken steps so that personal data receives an adequate level of data protection at all ExxonMobil locations. These steps include (1.) ExxonMobil affiliates entering into Inter Affiliate Agreements containing the EU “Standard Contractual Clauses” and (2.) Binding Corporate Rules (BCR) adopted by ExxonMobil affiliates worldwide (see ExxonMobil BCR website under construction).

The EU Standard Contractual Clauses have been approved by the European Commission and relevant European authorities as offering adequate protection for transfers of personal data outside the EEA or Switzerland. The BCR are ExxonMobil’s data privacy code of conduct whereby ExxonMobil affiliates worldwide commit to protect personal data to the level described in the BCR.

Transfers to third parties - For transfers to third parties established outside the EEA or Switzerland in countries which are not deemed by the European Commission to provide adequate data protection (non-adequate third countries), ExxonMobil relies on transfer mechanisms in accordance with applicable laws, which include (1.) the EU “Standard Contractual Clauses”, (2.) similar contractual safeguards imposed on the third party in the event the third party is contracted by ExxonMobil affiliates outside of EEA or Switzerland (so-called onward transfers by the ExxonMobil affiliates outside of EEA or Switzerland), (3.) Privacy Shield certification of the third party (if established in the US). When the third party is established in a country that is deemed by the EU Commission to provide adequate data protection, we rely on the protections available under local law.

For more information about, or to obtain a copy of, specific transfer mechanisms used for transfers between affiliates and transfers to third parties, including information on any of the existing safeguards implemented by ExxonMobil in order to ensure that personal data is processed within an adequate framework across all ExxonMobil locations, please contact data.privacy.office@exxonmobil.com.

6. Accuracy of personal data

ExxonMobil endeavors to keep personal data that it processes accurate, complete and current taking into account the purposes for which it was collected and is being used. Employees, former employees, applicants and contractors have the responsibility to assist in maintaining the accuracy and completeness of their personal data and are required to notify us when their personal details change.

7. Security and Confidentiality

All employees, applicants, former employees and contractors should respect the confidentiality of personal data.

ExxonMobil maintains appropriate administrative, technical and physical safeguards designed to protect personal data against accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure or access, use, and all other unlawful forms of processing of personal data in our possession.

ExxonMobil uses a variety of security measures designed to help secure personal data, ranging from measures that are administrative (such as policies on access to and use of personal records and records retention, including the Management and Protection of Information Guidelines and the Records Management Guidelines, authorization protocols, internal self-assessments and internal audits); technical (such as using passwords to protect systems and documents, workstation and network login protection using Smartcards/PINs or IDs/Passwords, encryption of connection with third party service providers in some instances, data backup of external service providers); and physical (such as locking personal files in cupboards and cabinets, locking archives, limiting access to server rooms).

As described in Section 4, third party data processors may process personal data only if they agree by contract to binding security and confidentiality safeguards.

8. Rights to access, rectification and erasure of personal data, to data portability, to the restriction of and objection to the processing of personal data

Employees, applicants, former employees and contractors in the EEA and Switzerland have the right to know for which purposes ExxonMobil is processing their personal data, and to access their personal data held by ExxonMobil, as permitted by applicable law.

They also have the right to have inaccurate or incomplete personal data rectified; to restrict the processing of their personal data, under certain circumstances; to object to the processing operations, having regard to the given circumstances and for reasons related to their particular situation; or to have personal data erased when such data is no longer necessary for the initial purposes for which it has been initially collected, in accordance with applicable law.

In some circumstances, they also have a right to request the portability of their personal data, which will allow them to obtain and reuse their personal data for their own purposes across different services without hindrance to usability.

For more information about the specific mechanism available in order to exercise the aforementioned rights, contact the ExxonMobil Data Privacy Office via data.privacy.office@exxonmobil.com or the data privacy contact/data privacy officer of the relevant data controller as indicated under Section 1.

9. Processing of sensitive personal data

Certain categories of personal data are considered sensitive under data privacy laws and, as such, are subject to a higher level of protection and security. Data privacy law considers as sensitive the following categories of personal data: (1) race or ethnic origin; (2) political opinions; (3) religious or philosophical beliefs; (4) trade union membership; (5) sex life or sexual orientation; (6) physical or mental health or conditions; and (7) genetic data and biometric data.

ExxonMobil only collects and processes sensitive personal data in very limited circumstances, for example, when it needs such data to exercise its HR employment related functions, to ensure safety at work and to comply with legal obligations and only when permitted by local law. For instance, personal data about trade union membership, religion or disability may be processed to comply with social security, tax or labor law requirements.

10. Automated Decision-Making

ExxonMobil does not use automated decision-making unless this is (i.) necessary for entering into, or performance of, a contract between the individual and ExxonMobil, (ii.) permitted or required by law, or (iii.) based on the individual's explicit consent.

Automated decision-making means a decision that produces legal effects concerning an individual or significantly affects the individual and which is based solely on automated processing (i.e. no human intervention in the process of decision-making) of personal data intended to evaluate certain personal aspects relating to the individual, such as performance of work, reliability, conduct, etc. ExxonMobil shall implement suitable measures to safeguard the individual's rights and freedoms and legitimate interests, in accordance with applicable law.

11. Monitoring usage of company assets

ExxonMobil applies technologies to monitor usage of company assets, including company devices and IT systems and networks. Monitoring takes place in particular for purposes of Information & System Integrity, Asset Management, Company Policy Compliance Verification, and Security & Identity Verification. The personal data which may be subject to monitoring includes traffic data and other metadata related to the use of IT devices, systems and networks of ExxonMobil, such as desktops and mobile devices, and electronic systems such as email, internet, intranet, messaging, Apps, software packages and other online or offline IT tools.

Where necessary, and to the extent permitted by law, ExxonMobil enables the monitoring of and access to the content of communications sent through electronic systems, including email communications, websites visited and Apps used, in accordance with the Key IT User

Responsibilities, and other applicable company guidelines as well as any applicable labor law requirements.

12. Records Retention

ExxonMobil retains personal data to meet the purposes for which the data was collected or in order to ensure compliance with applicable law or to protect legitimate company interests (e.g. statute of limitations periods). In particular, the applicable retention periods are those defined in the ExxonMobil Records Management Guidelines, or other periods if required under applicable national law.

13. Questions and Complaints

ExxonMobil is committed to protecting your personal data as described in this General Data Privacy Notice and as required by applicable national laws. If you have any questions about this notice or about ExxonMobil's handling of your personal data, or if you would like to request additional information on the personal data ExxonMobil holds about you or learn about and exercise your rights with respect to your personal data, you can contact:

* your Supervisor;

* the Data Privacy Office

c/o ExxonMobil Business Support Center Czechia s. r. o.

Vinohradská 151

130 00, Praha 3, Czech Republic

Czechia: your Data Protection Officer: <data-privacy-czechia@exxonmobil.com>

You also have a right to lodge a complaint to the data protection supervisory authority in your country. Any updates to this General Data Privacy Notice will be published on the Data Privacy Office Sharepoint site.