

Personal Data Protection Policy

Welcome to the Website <https://monitor.mylubmarine.totalenergies.com/>

The Personal Data and Cookies Charter (hereinafter "Charter") aims to inform you about your rights that you can exercise regarding the processing of your data and describes the measures that we take to protect these data.

TotalEnergies Lubrifiants SA is the « data controller » with responsibility for personal data processing on the Website

<https://monitor.mylubmarine.totalenergies.com/> These processing operations are carried out in accordance with the applicable law.

1. Purpose of processing, legal basis, the period of storage and types of data collected

When visiting the Website <https://monitor.mylubmarine.totalenergies.com/>, you may need to provide us with personal data.

Purposes	Categories of personal data	Legal Basis	Retention period
For external communication and understanding customer's requests	Identification data (First name, Last name,), Login data (E-mail address, IP address), Location data (Company country,), Professional life data (Company name, job position, role)	You consent us to process your data. This information is necessary to enable your request to be processed, otherwise it cannot be processed. You can withdraw your consent at any time without jeopardizing any processing operations that have already been completed, by writing to the following address: MS.CONTACT-LUBRIFIANTSSGCI@totalenergies.com	13 months
IT security and cybersecurity logs	Login data (E-mail address, connection logs, administrative actions)	Legitimate interest - We have a legitimate interest in protecting our information systems and ensuring the security of the platform and its users	12 months

	logs, visited pages logs)		
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1.1 IT Security Logs - Specific Processing

As part of our information systems security and to meet cybersecurity requirements, we automatically collect and retain the following logging data:

Types of logs collected:

- **Connection logs:** email address and timestamp of connections/disconnections
- **Administrative action logs:** actions performed by administrator users on other user accounts (creation, consultation, modification, deletion)
- **Navigation logs:** pages visited associated with your email address

Purpose: IT security, intrusion detection, security audit, compliance with cybersecurity requirements

Legal basis: Legitimate interest (Article 6.1.f of GDPR) - Our legitimate interest in protecting our information systems and ensuring the security of the platform and its users

Retention: 12 months, then automatic deletion

Access: This data is accessible only to authorized technical and security teams of TotalEnergies Lubrifiants S.A.

2. Recipients of the data

In order to process your personal data according to the Charter, your personal data may be communicated to one or more of the data controller's departments or to TotalEnergies company subsidiaries and one or more partners, independent distributors or subcontractors: Software publisher provider

- Software publisher provider
- **IT security and technical teams for security logs processing**

3. Data security and confidentiality

The data controller takes appropriate steps to preserve the security and confidentiality of your personal data, including to prevent them from being distorted, damaged or disclosed to unauthorized third parties.

4. Cookies management_

A cookie is a file which enables a website to save information relating to your computer's browsing of the Website <https://monitor.mylubmarine.totalenergies.com/>. to make your visits to the website smoother.

Cookies are text files that are stored on your computer's browser. They allow access to various information about you. Some of them belong to the publisher of the Website <https://monitor.mylubmarine.totalenergies.com/> (First party) and some to third parties.

The table below details each cookie.

We enable cookies once you have given your consent, except for technical cookies that are necessary to provide the service you request on the Website <https://monitor.mylubmarine.totalenergies.com/>.

Cookie Type	Cookie Name	Objectives of the cookies and trackers	Editor	Retention period of the cookies and trackers
Authentication	*next-auth*	User authentication	monitor.mylubmarine.totalenergies.com	1 year
Consent	didomi_token	User's consent	totalenergies.com	6 months
Connexion	gig* git* connect*	User's Connexion	connectpro.totalenergies.com	1 year
Performance / Analytics	hubspotutk	This cookie keeps track of a visitor's identity. It is passed to HubSpot on form submission and used when deduplicating contacts.	Hubspot	13 Months

Performance / Analytics	__hstc	Main visitor tracking cookie for Hubspot.	Hubspot	13 Months
Performance / Analytics	__hssc	Main visitor tracking cookie for Hubspot.	Hubspot	30 minutes
Performance / Analytics	__hssrc	Browser tracking cookie for Hubspot.	Hubspot	Session

How to withdraw your consent?

On your first connection to the Website

<https://monitor.mylubmarine.totalenergies.com/>, you will be asked to give your consent to the use of non-essentials cookies and/or to make setting. If you subsequently wish to change your choices, you can manage your cookies by going to the section at the bottom of the page of our site or application or via a reminder button called “cookies”.

To delete cookies already stored, please refer to the procedure provided by your operating system (Windows, OS X, etc.).

5. Your rights

In accordance with the current regulations, you have the right to access and correct your data and to give post-mortem instructions. Regarding processing based on your consent, you have also the right to delete your data and to data portability and you can request a restriction of processing and to withdraw your consent.

Regarding IT security logs: As this data is processed on the basis of legitimate interest for security reasons, certain rights (rectification, erasure, objection) may be limited in accordance with Article 23 of the GDPR. Your right of access to this data nevertheless remains guaranteed.

TotalEnergies Lubrifiants SA

Lubmarine division TotalEnergies Lubrifiants S.A.

Secrétariat Général - Contrôle Interne

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92029 Nanterre Cedex - FRANCE

MS.CONTACT-LUBRIFIANTSSGCI@totalenergies.com

If you feel, after contacting us, that your rights have not been respected, you can lodge a complaint with the competent supervisory authority.