

OPEC Data Collection and Processing Consent Form

OPEC may collect and process relevant personal data of delegates, members of the press and visitors to the Secretariat for security, identification and other purposes. This data may include names, contact details, photographs and/or videos of such persons. A natural person whose personal data is being collected, held or processed will be considered a Data Subject.

OPEC is committed to being transparent about how it collects and uses data in view of meeting its data protection obligations, including legal requirements.

1. Types of data collected

OPEC collects and uses data including, but not limited to, the following:

- Name, date of birth, contact details, qualifications, bank details, sensitive data such as biometrics, occupational records.
- Records concerning building access and video security surveillance.
- Photographs and videos may be uploaded to OPEC publications or posted on the OPEC website and/or social media.
- Web analytics, to assess the number of visitors to the OPEC website and number of page views to assess and improve the function of the website.

2. How data is collected

- Personal data is collected through correspondence with Data Subjects, such as emails, form submissions, online applications, online registrations, accreditations or any other such mode of communication.
- Personal data is also collected directly from Data Subjects through identity documents provided to the OPEC Secretariat, for any circumstance.
- Data is also collected using building access records and video surveillance recordings.

3. Who accesses data

Access to data is controlled and limited in accordance with the Secretariat's operational needs observing the "principle of least privilege". Data may be shared internally with staff members of the OPEC Secretariat only if access to such data is necessary for implementing legitimate purposes pertaining to their roles in the Organization.

4. Data retention periods

Data Subjects' data will be kept only as long as necessary to conclude the purposes for which it was collected, according to the applicable data retention policy. Data will be securely destroyed when no longer required, but some data can be indefinitely archived for historical records.

5. Your rights

As a Data Subject, you can:

- Access and obtain a copy of your data upon request directed to the OPEC Secretariat.
- Require amendment of incorrect or incomplete data.
- Require the OPEC Secretariat to discontinue processing your data, for example where processing is no longer necessary.
- Object to processing of your data when the Secretariat is not using the data for legitimate purposes or activities.
- Require erasure of your data, when such requirement will not affect the compliance of OPEC's duties.

These rights are not absolute and the Secretariat may be entitled to refuse requests where exceptions apply.

If you wish to exercise any of these rights, have a question or complaint about the way your data is processed, please contact the OPEC Secretariat for this purpose.

I consent to my data being collected, stored, and processed in line with OPEC Data Protection Policy
Name: Signature:

Date:

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