

## Terms and Conditions for the Access to the OPEC Fund Client Portal (OCP)

These are the terms and conditions of use that apply to the OPEC Fund Client Portal (OCP).

- Only authorized users are allowed to access the system.
- Unauthorized access is not permitted and OPEC Fund reserves the right to fully pursue any and all remedies available to it related to any unauthorized access, use or connection.
- Access to the web-site requires the user to be authenticated using a Two Factor Authentication (2FA) mechanism.
  - The first factor is a username and password combination.
  - OPEC Fund will determine which type of second factor is most appropriate, based on the evolution of the associated technology. Currently, the default second factor adopted by OPEC Fund is to issue OCP users with a one-time passcode (OTP) accessed through their registered e-mail.
- OPEC Fund reserves the right to revoke the authorization of a User to access the OCP at any time.

### A. Identification of Users

1. The Borrower/Grant recipient must identify users authorized to use the OCP and is responsible for the actions performed in the OCP by these users.
2. The Borrower/Grant recipient must immediately notify OPEC Fund if a User is no longer authorized to act as a User.
3. Each User will be required to provide various mandatory data for creation of a user profile before access to the OCP is granted.
4. Once user registration is completed the User will be issued with the second authentication factor.
5. The Borrower/Grant recipient must ensure that all Users authorized by them to access the OCP have read, understood and agreed to be bound by these Terms and Conditions of Use before accessing the OCP.
6. OPEC Fund will maintain in its records a user account (Account) for each User to manage access to OCP.

### B. Use of 2FA

OPEC Fund will deliver OTPs to each User in such manner as it chooses.

It is the responsibility of the OCP User to:

- not reveal his/her OTP to anyone
- not allow anyone else to utilize his/her credentials to access information in the OCP or initiate or submit online requests in the OCP.
- always logout from the application when not using the system.
- immediately notify OPEC, if the User believes a third party has learned any part of his/her credentials.

- immediately notify OPEC Fund of any lost, stolen or compromised registered e-mail address or mobile phone, and take other reasonable steps to ensure such 2FA devices are disabled immediately.

### C. Security Monitoring

The OPEC Fund implements and maintains security measures to monitor and protect OCP from unauthorized access, threats, or data breaches. Regular monitoring and auditing are conducted to ensure the integrity, confidentiality, and availability of OCP in compliance with applicable security standards. Please note that such monitoring may involve the collection and analysis of data related to user activities, which may impact privacy expectations. By using OCP, you acknowledge and consent to these monitoring activities, and any potential incidental collection of personal information, in accordance with our Privacy Policy.

The Borrower/Grant recipient shall provide suitable security controls in place to ensure that no OCP unauthorized access can be materialized through or from their organization. The Borrower/Grant recipient shall be liable for any damages resulting from such a breach, including but not limited to unauthorized payment diversions or data breaches.

### D. Roles and Responsibilities

Role	Role Description	Responsibility Functions
Viewer	<ul style="list-style-type: none"> <li>• Authorized to access and view loan/grant related information limited to a specific project or country.</li> </ul>	<ul style="list-style-type: none"> <li>• View documents</li> <li>• Run project related reports e.g. Status of Funds, Historic Transaction Report, Financial correspondence</li> </ul>
Initiator	<ul style="list-style-type: none"> <li>• Responsible for initiating requests</li> <li>• Incompatible with the Validator role</li> </ul>	<ul style="list-style-type: none"> <li>• Create Withdrawal Applications</li> <li>• Submit banking instructions</li> <li>• Create/Change Business Partners</li> <li>• Submit Disbursement Plan</li> </ul>
Validator	<ul style="list-style-type: none"> <li>• Officially authorized to validate/approve requests</li> <li>• Incompatible with the Initiator role</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Withdrawal Applications</li> <li>• Approve banking instructions</li> <li>• Approve creation/change of Business Partners</li> <li>• Approve Disbursement Plan</li> </ul>
Self-Authorizer	<ul style="list-style-type: none"> <li>• Officially authorized to initiate and validate /approve requests</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate and Approve Withdrawal Applications</li> <li>• Initiate and Approve banking instructions</li> <li>• Initiate and Approve creation/change of Business Partners</li> <li>• Initiate and Approve Disbursement Plan</li> </ul>

OCP Focal Points	<ul style="list-style-type: none"> <li>• Responsible for OCP access at the local and governmental level (providing system access for Ministries, line ministries and Project Management Units)</li> </ul>	<ul style="list-style-type: none"> <li>• Officials designated by the Authorized representative to send request to the OPEC Fund on the user access setup for all OCP roles</li> </ul>
Loan administrator	<ul style="list-style-type: none"> <li>• Authorized to view all loan/grant related information to which s/he has been granted access</li> <li>• Provide Clearance for withdrawal application requests</li> </ul>	<ul style="list-style-type: none"> <li>• View documents</li> <li>• Provide Clearance for withdrawal applications</li> <li>• Run related reports e.g. Status of Funds, Historic Transaction, Financial correspondence</li> </ul>

#### E. Privacy Notice

- OPEC Fund collects your personal data in order to create user profiles enabling system access. Data collected will include first name, last name, email address, and phone number.
- Vendors and Suppliers personal data is being collected for management, oversight and administration purposes. Data collected will include the Legal Name of contractor/ supplier together with contact details such as email and/or phone number.
- Your personal data including Vendors and Suppliers personal data will be stored in the OPEC Fund systems and will be processed consistently with the policies, standards, procedures and guidelines of OPEC Fund. The processing is also consistent with, or is reasonably necessary to enable OPEC Fund to carry out its mission, mandate, functions and purpose as an international organisation established by its member countries.
- Your personal data including Vendors and Suppliers personal data will be accessed by OPEC Fund Staff, OPEC Fund consultants, Borrower Recipient and procurement agents nominated by the borrower/recipient in the course of providing you with our services or otherwise engaging with you.
- Your personal data including Vendors and Suppliers personal data may be shared with procurement agents carrying out procurement on behalf of the borrower/recipient who will access only to the procurement activities to which they will be granted access to.
- Your personal data including Vendors and Suppliers personal data will be kept in accordance with OPEC Fund data retention policy and will be secured using appropriate technical and organisational measures.
- For further details as to how OPEC Fund processes personal data please see our general Privacy Notice at <https://opecfund.org/personal-data-protection-disclaimer>

For any other personal data related queries or to understand your rights as a data subject, please visit our website at <https://opecfund.org/compliance-accountability-integrity/personal-data-protection> or contact the OPEC Fund.

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*Date*

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*Authorized Representative*