

## Webex Meetings with BT Service Schedule Part A – Service Terms

### Section A Service Terms

#### 1. SERVICE SUMMARY

- 1.1** Webex Meetings with BT is an internet-based cloud collaboration and meetings service, offered on a per User basis as set out in any applicable Order, comprising:
- 1.1.1** the standard components of the Service set out in Part B; and
  - 1.1.2** any optional components described in Part B and set out in any applicable Order, up to the point of the Service Management Boundary (“**Service**”).
- 1.2** This Part A sets out the specific terms and conditions applicable to the Service, and Part B sets out the service description and the terms relating to how BT manages the Service.
- 1.3** This Schedule will not apply for the provision of any other services provided by BT (including the Enabling Services) as such services will be governed by their separate terms and conditions.

#### 2. MAINTENANCE, CHANGES AND SUSPENSION TO THE SERVICE

- 2.1** BT may carry out Planned Maintenance on the Service from time to time. BT will inform the Customer at least seven (7) calendar days in advance.
- 2.2** BT may change the Service provided the performance and quality of the Service is not materially adversely affected. Prior to introducing any change to the Service BT shall provide the Customer with as much notice as is reasonably practicable. Such changes may include:
- 2.2.1** introducing or removing features of the Service; or
  - 2.2.2** replacing the Service with a materially equivalent Service.
- 2.3** BT may occasionally suspend the Service in an event of emergency and/or to safeguard the integrity and security of its network and/or repair or enhance the performance of its network. Where possible, BT shall inform the Customer without undue delay in advance. Where it is not possible to inform the Customer in advance of restriction or suspension of any affected Service BT shall explain as soon as is reasonably practicable afterwards why such restriction or suspension was required.

### Section B Customer Obligations and related Additional Terms

#### 3. GENERAL CUSTOMER OBLIGATIONS

- 3.1** The Customer will:
- 3.1.1** be responsible for obtaining, deploying and maintaining all applications, software and Site terminating equipment required to use the Service. The Customer must ensure that all such devices, applications and software conform to the current Webex Meeting with BT build level and where devices are no longer supported by the Supplier as a result of a mandatory platform upgrade the Customer has the responsibility to replace such devices with ones that comply with the latest build level;
  - 3.1.2** ensure that any equipment used for the Service has access to an uninterrupted power supply. Any failure by the Customer to do this may impact the service provided;
  - 3.1.3** provide accurate location information associated with telephone numbers for all Users and IP devices;

- 3.1.4** provide BT with the names and contact details of the Customer contact;
- 3.1.5** without undue delay provide BT with any information or assistance reasonably required by BT to enable it to comply with Applicable Law and perform its obligations hereunder with respect to the Service;
- 3.1.6** use the Incident reporting procedures notified to Customer by BT, and ensure that the Customer contact is available for all subsequent Incident management communications;
- 3.1.7** ensure that the local area network (LAN) protocols, applications and equipment used by Customer are compatible with the Service;
- 3.1.8** complete any preparation activities that BT may request to enable the Customer to receive the Service promptly and in accordance with any agreed timescales;
- 3.1.9** procure services that are needed to permit the Service to operate, including Enabling Services as defined in Part B, and ensure they meet the minimum technical requirements specified by BT;
- 3.1.10** where the Customer has provided its own or a third party Enabling Service, ensure and confirm to BT that the Enabling Service is working correctly before reporting Incidents to BT;
- 3.1.11** provide service assurance support to BT, where reasonably requested, to progress the resolution of Incidents for any BT equipment installed on an Enabling Service that is not being provided by BT;
- 3.1.12** in jurisdictions where an employer is legally required to make a disclosure to its Users and employees in relation to the Service:
  - (a)** inform its employees and Users (individually or via local workers councils depending on Applicable Law) that as part of the Service being delivered by BT, the use of any targeted applications by the Customer's employees and/or Users may be monitored and reported to the Customer by BT; and
  - (b)** ensure that its employees and Users have consented or are deemed to have consented to such monitoring and reporting (where such consent is legally required) and be responsible for its Content and that of its Users (including any Content hosted by the Customer or any User on behalf of third parties);
- 3.1.13** not resell the Service to any third party unless:
  - (a)** the Customer receives the prior written approval of BT; and
  - (b)** BT receives the approval from the Supplier that the third party is an approved re-seller of Services.
- 3.1.14** BT will provide Customer Administrator access rights to the Control Hub for the purpose of reporting, integrations management, and/or device management and/or calling administration. The Customer must:
  - (a)** not allow any other partner or external user full administration or read-only administrative access to the BT-managed elements in the Control Hub;
  - (b)** gain written agreement with BT if access to the administration functions is desired for any other purpose beyond the self-service;
  - (c)** not remove or alter BT Administrator account;
  - (d)** avoid unauthorised access to the account;
  - (e)** keep the Administrator account password secure, change the password when the personnel who have access to the Administrator account leaves the business, change role and/or no longer require access;
  - (f)** pay all remedial costs if there is a Service Incident which is a direct result of authorised or unauthorised access to the Control Hub and BT is requested to restore service to the prior configuration;

- (g) inform any additional Administrator Users of their responsibilities stated in in this Schedule;
  - (h) keep personnel access to the account up to date; and
  - (i) keep records of the changes and make available to BT when required.
- 3.1.15** If the Customer fails to comply with paragraph 3.1.14, BT reserves the right to remove the Customer's administration rights.
- 3.1.16** If the Customer orders the Service Option "Integration with Microsoft", the Customer will be responsible:
  - (a) for the meetings, including all telecom regulatory requirements for the use of VIMT, in the jurisdictions that Microsoft supports the meetings; and
  - (b) for all infrastructure and all components, including any Microsoft Teams components, as set out in the relevant deployment guide(s).

#### 4. CUSTOMER EQUIPMENT AND SITE REQUIREMENTS

- 4.1** The Customer will:
- 4.1.1** provide BT with any information reasonably required without undue delay, and the Customer will ensure that the information is accurate and complete;
  - 4.1.2** monitor and maintain any Customer equipment connected to the Service or used in connection with a Service;
  - 4.1.3** ensure that any Customer equipment that is connected to the Service or that the Customer uses, directly or indirectly, in relation to the Service:
    - (a) is adequately protected against viruses and other breaches of security;
    - (b) will not harm or damage the BT Network, or any of BT's suppliers' or subcontractors' network or equipment; and
    - (c) is approved and used in accordance with relevant instructions, standards and Applicable Law and any safety and security procedures applicable to the use of that Customer equipment;
  - 4.1.4** immediately disconnect any Customer equipment, or advise BT to do so at the Customer's expense, where Customer equipment:
    - (a) does not meet any relevant instructions, standards or Applicable Law; or
    - (b) contains or creates material that is in breach of the Acceptable Use Policy and the Customer is contacted by BT about such material,and redress the issues with the Customer equipment prior to reconnection to the Service.
  - 4.1.5** The Customer agrees that BT will not be liable for any failure by the Customer to comply with this paragraph 4 and the Customer will be liable to BT for any claims, losses, costs or liabilities incurred or suffered by BT due to the Customer's failure to comply with this paragraph 4.

#### 5. SUPPLIER TERMS

- 5.1** The End User License Agreement ("EULA") establishes certain terms and conditions through direct privity of contract between the Customer and Supplier and as such the Customer will:
- 5.1.1** be directly bound by the terms and conditions set out in the EULA contained in Part B and, where applicable, ensure that its Users also comply with the terms of the EULA;
  - 5.1.2** enter into the EULA for the Customer's own benefit and the rights, obligations, acknowledgements, undertakings, warranties and indemnities granted in accordance with the EULA are between the Customer and the Supplier and the Customer will deal with the Supplier with respect to any loss or

damage suffered by either of the Customer or the Supplier as such loss or damage will not be enforceable against BT; and

- 5.1.3** observe and comply with the EULA for any use of the applicable Supplier software.
- 5.2** If the Customer does not comply with the EULA:
- 5.2.1** BT may restrict or suspend the entire Service upon notice; in such event:
- (a)** the Customer will continue to pay the Charges for the Service until the end of the Subscription Term; and
  - (b)** BT may charge a re-installation fee to re-start the Service.
- 5.3** Where the EULA is presented in a 'click to accept' function and the Customer requires BT to configure or install software on their behalf, BT will do so as their agent and bind the Customer to the EULA. For this purpose, the Customer hereby grants to BT a mandate to enter into the EULA in the Customer's name and on its behalf. BT and the Customer may for this also execute a power of attorney as part of the Order.

## **6** PASSWORDS, AUTHORISED USERS AND SECURITY

- 6.1** The Customer is responsible for the proper use of any user names, personal identification numbers and passwords or similar used in conjunction with the BT equipment or the Service, and the Customer will take all necessary precautions to ensure that the foregoing are kept confidential, secure and not made available to unauthorised persons.
- 6.2** The Customer will distribute, manage and maintain access profiles, passwords and other systems administration information relating to the control of Users' access to the Service.
- 6.3** The Customer will promptly terminate access of any person who is no longer an authorised User.
- 6.4** The Customer will promptly inform BT if a User's ID or password has, or is likely to, become known to an unauthorised person, or is being or may be used in an unauthorised way.
- 6.5** The Customer will change any or all passwords or other systems administration information used in connection with the Service if BT asks Customer to do so in order to help safeguard ensure the security or integrity of the Service.
- 6.6** The Customer will not allow any specific user license to be used by more than one User unless it has been reassigned in its entirety to another User.

## **7** IP ADDRESSES, DOMAIN NAMES AND TELEPHONE NUMBERS

- 7.1** Except for IP Addresses and telephone numbers expressly registered in the Customer's name, all IP Addresses and Domain Names and telephone numbers made available by BT with the Service will at all times remain BT's ownership or the ownership of BT's suppliers and are non-transferable.
- 7.2** All the Customer's rights to use BT IP Addresses or BT Domain Names or telephone numbers will cease on termination or expiration of the Service.
- 7.3** The Customer warrants that they are the owner of, or are authorised by the owner of, the trade mark or name that the Customer wishes to use as Customer's Domain Name.
- 7.4** The Customer will pay all fees associated with registration and maintenance of the Customer's Domain Name, and will reimburse BT for any and all fees that BT pays to any applicable Regional Internet Registry, and thereafter pay such fees directly to the applicable Regional Internet Registry.

## **Section C** Acceptable Use Policy

### **8** INTRODUCTION

- 8.1** The Customer acknowledges that it has read and agrees to be bound by and to ensure that any Users will comply with this Section C ("**Acceptable Use Policy**" or "**AUP**").

## 9 USE OF THE SERVICE

- 9.1** The Customer will not use the Service in breach of Applicable Law or in any way that is considered to be:
- 9.1.1** detrimental to any person or in a manner which violates or otherwise encroaches on the rights of others (including rights of privacy and free expression); and
  - 9.1.2** detrimental to the provision of services to the Customer or any other BT customer.
- 9.2** The Customer will not use the Service to intentionally take, or attempt to take, any action that could:
- 9.2.1** transfer files that are, contain or are made up of viruses, worms, Trojans, distributed denial of service, any back door or time-bomb or other harmful programmes or software designed to violate the security of BT, any other person or company; or
  - 9.2.2** prevent, block or obstruct access to any programme installed on, or data saved in, any computer or damage or harm the operation of any of these programmes or the reliability or accuracy of any of this data.
- 9.3** Unless agreed in writing with BT:
- 9.3.1** the Customer will only use the Services for the commercial and business purposes for which they have been designed; and
  - 9.3.2** the Customer will not modify, amend, change, reconfigure or otherwise repurpose all or any part of the Services for uses other than those pursuant to paragraph 9.3.1 above.

## 10 USE OF MATERIALS

- 10.1** The Customer will not create, download, receive, store, send, publish, transmit, upload or otherwise distribute any material, including information, pictures, music, video or data, that is considered to be:
- 10.1.1** harmful, immoral, improper, indecent, defamatory, offensive, abusive, discriminatory, threatening, harassing or menacing;
  - 10.1.2** promoting or encouraging of illegal, socially unacceptable or irresponsible behaviour, or that may be otherwise harmful to any person or animal;
  - 10.1.3** in breach of the intellectual property rights of BT or any other company or person, for example by using, distributing or copying protected or 'pirated' material without the express permission of the owner;
  - 10.1.4** in breach of the privacy or data protection rights of BT or any other person or company; or
  - 10.1.5** in contravention of any licence, code of practice, instructions or guidelines issued by a regulatory authority.
- 10.2** The Customer will ensure that all material that is derived from the machines or networks that it uses in connection with the Service is not in breach of this AUP.

## 11 SYSTEMS AND SECURITY

- 11.1** The Customer will not:
- 11.1.1** take any action that could:
    - (a)** damage, interfere with, weaken, destroy, disrupt, harm, violate, disable, overburden, overtake, compromise, hack into or otherwise adversely affect any computer system, network or the internet access of the BT Network or network of any other person or company; or
    - (b)** adversely affect or tamper with BT's security, the BT Network or any system or security network that belongs to any other person or company;

- 11.1.2 access any computer system or network belonging to any person or company for any purpose without permission, including to probe, scan or test the security of a computer system or network or to monitor data traffic;
- 11.1.3 connect the BT Network to machines, equipment or services that do not have adequate security protection or that are able to be used by others to carry out conduct that is not allowed by this AUP; or
- 11.1.4 collect, take or harvest any information or data from any BT services, BT's system or network or attempt to undermine any of BT's servers or systems that run BT services.

## Section D Compliance and Regulation

### 12 ACCESS TO EMERGENCY SERVICES

- 12.1 This Service doesn't include the allocation of any numbering to the Customer nor the provision of a publicly available voice service therefore calling to emergency services is not supported by this Service. If the Customer is interested, BT may offer, under separate terms, one of its voice services from its portfolio.

### 13 EXPORT OF CONTENT USING CLOUD SERVICES

- 13.1 The Service comprises of a cloud service that utilises software and technology that may be subject to export control laws of various countries. The Customer is solely responsible for any compliance related to the way the Customer uses the Service and the location the Service is used including access by User to the Service and for the Customer's Content transferred or processed using the Service, including any publication of such Content.

## Section E Charges, Subscription Term and Termination

### 14 CHARGES

- 14.1 The Customer will pay the Charges for the Service and any optional features (including upgrades and re-configuration) as specified in the Order.
- 14.2 Charges for User rentals will be monthly in advance and based on the maximum number of Users by type in Service. The maximum number of Users will be the highest number of Users that have used the Service in any one month.
- 14.3 In addition to the Charges set out in the Order, the Customer may be liable for the following additional Charges:
  - 14.3.1 Charges for cancelling the Service;
  - 14.3.2 Charges for (de-)commissioning the Service outside of Business Hours;
  - 14.3.3 Charges for expediting provision of the Service at the Customer's request after BT has informed the Customer of the delivery date;
  - 14.3.4 Charges for investigating Customer reported Incidents where BT finds no Incident, or the Incident is outside the Service Management Boundary;
  - 14.3.5 Charges for restoring Service if the Service has been suspended by BT in accordance with the terms of the Governing Agreement; and
  - 14.3.6 Charges per element re-configured after the Operational Service Date must be agreed and documented in a new Order;
  - 14.3.7 Any other Charges agreed between the parties.

## 15 SUBSCRIPTION TERM AND TERMINATION

- 15.1** The Order sets out any Subscription Term (also called “**Minimum Period of Service**”) applicable to the Service, as well as any associated Minimum User volume commitments, Ramp Up period, Cessation Allowance, invoicing terms and the termination charges that are specific to the Service.
- 15.2** Unless otherwise agreed, following the expiration of the Subscription Term, the Service shall continue unless and until terminated in accordance with the terms of the Governing Agreement referenced in the Order.

## 16 END OF SERVICE

- 16.1** On termination of the Service, Customer will:
- 16.1.1** retrieve all Customer data from the Service;
  - 16.1.2** provide BT with all assistance necessary to remotely decommission all network and applications supporting the Service at each customer Site(s);
  - 16.1.3** return to BT the software or intellectual property provided by BT and all copies of such;
  - 16.1.4** disconnect any Customer equipment from the BT equipment;
  - 16.1.5** not dispose of the BT equipment other than in accordance with BT's written instructions; and
  - 16.1.6** arrange for the BT equipment to be returned to BT.
- 16.2** On termination of the Service BT will:
- 16.2.1** provide configuration information relating to the Service provided at the Site(s) in a format that BT reasonably specifies;
  - 16.2.2** decommission all network and applications supporting the Service at each Customer Site(s);
  - 16.2.3** where permitted under applicable mandatory law, delete any Content, including stored logs or any configuration data relating to BT's management of the Service; and
  - 16.2.4** disconnect and remove any BT equipment located at the Site(s).

## Section F Data Protection

This section supplements the data provisions that may be set out in the Governing Agreement:

### 17 DURATION OF THE PROCESSING OF PERSONAL DATA

BT will Process the Customer Personal Data for the Service for as long as BT provides the Service and for as long as BT may be required to Process the Customer Personal Data in accordance with Applicable Laws.

### 18 THE NATURE AND PURPOSE OF THE PROCESSING OF PERSONAL DATA

- 18.1** For this Service, BT is mainly reselling the Service of the Supplier as set out in the Schedule and therefore will act to the Customer as Controller whereby BT itself will only collect and use Customer Personal Data in order to:
- 18.1.1** Process, track and fulfil Orders for the Service;
  - 18.1.2** Deliver and commission the Service, either remotely or at a Site;
  - 18.1.3** Administer access to online portals relating to the Service;
  - 18.1.4** Compile, dispatch and manage the payment of invoices relating to the Service;
  - 18.1.5** Manage the Agreement and resolve any disputes relating to it; or
  - 18.1.6** Respond to general queries relating to the Service.



**18.2** For the provision and management of the Service parts provided by the Supplier, any Processing of Personal Data by the Supplier where applicable, will be subject to the Supplier's privacy policy as set out on <https://www.cisco.com/c/en/us/about/trust-center/customer-data-privacy-policy.html>

## **19 TYPES OF PERSONAL DATA AND CATEGORIES OF DATA SUBJECTS**

**19.1** The types of Customer Personal Data which may be Processed by the Supplier or are set out on <https://www.cisco.com/c/en/us/about/trust-center/data-privacy.html>. For this Service the following datasheets apply:

**19.1.1** Webex Meetings: <https://trustportal.cisco.com/c/dam/r/ctp/docs/privacydatasheet/collaboration/cisco-webex-meetings-privacy-data-sheet.pdf>

**19.1.2** Webex App: <https://trustportal.cisco.com/c/r/ctp/trust-portal.html#/1552559092865176>

**19.2** This list is not exhaustive as the Customer will specify what Customer Personal Data is Processed.

**19.3** The Customer Personal Data may concern the following categories of Data Subjects:

**20.1.1** Customer's employees, directors and contractors;

**20.1.2** Customer's own customers or third parties; and

**20.1.3** any Data Subject (as controlled by the Customers).

This list is not exhaustive as the Customer will specify what Customer Personal Data is Processed.

## **Section G Service Levels and Service Credits**

There are no service levels with service credits provided with this Service, only targets. If targets apply to the services, such shall be set out on the order.

## **Section H Defined Terms and Abbreviations**

For the purposes of this Schedule defined terms and abbreviations shall have the meaning ascribed to them within the body of the Schedule or below:

**"Acceptable Use Policy"** means the policy as set out at Part A, Section C.

**"Acceptance Tests"** means those objective tests conducted by the Customer that when passed confirm that the Customer has accepted the Service and that the Service is ready for use save for any minor non-conformities that will be resolved as an Incident.

**"Administrator"** means the customers designated employee who has rights and responsibilities to change/modify the Service via the Control Hub;

**"Agreement"** means collectively this Webex Meetings with BT Schedule, the Order and the General Terms and is also known as the Contract.

**"Applicable Laws"** means the laws as set out in the Governing Agreement as may be amended from time to time.

**"BT Network"** means the communications network owned or leased by BT and used to provide the Service.

**"Business Day"** means generally accepted working days at the locality of the Site, excluding any national or bank holidays.

**"Business Hours"** means between the hours of 0800 and 1700 in a business day at the locality of the specific Site.

**"Cessation Allowance"** means the Customer's right to reduce the Initial Quantity of Users by type on an annual basis as set out in the Order.





“**Charges**” means the charges that are payable in relation to the Service, as the same are specified in the Order, or calculated in accordance with the terms set out in this Schedule.

“**Content**” means applications, data, information (including emails), video, graphics, sound, music, photographs, software or any other material.

“**Contract Year**” means each consecutive period of 12 months starting from the Operational Service Date of the first Site installed (or the date specified in the Order, whichever is later); and (b) in relation to the calculation of Termination Charges each consecutive rolling period of 12 months starting from the Operational Service Date of each Site installed (or the date specified in the Order, if later).

“**Contracted User Volume**” means a) for the first Contract Year the total number of Meetings Users set out in the initial Order that the Customer has committed to; and b) for all remaining Contract Years the total number of Meetings Users at the start of that Contract Year.

“**Control Hub**” means an application which provides analytics and allows the user to make changes via a portal to their service, e.g. add users, delete users, modify users.

“**Content**” means applications, data, information (including emails), video, graphics, sound, music, photographs, software or any other material uploaded or used in connection with the Service.

“**Controller**” shall have the meaning given to it in the GDPR.

“**Customer**” means the legal entity set out on the Order or signature page of this Agreement.

“**Customer Personal Data**” means any Personal Data Processed as a Processor by BT in the context of providing the Services under this Governing Agreement.

“**Customer Equipment**” means any customer owned or provided equipment to be used in conjunction with the Service.

“**Cloud Video Interop**” or “**CVI**” means a Microsoft Qualified third-party solution that enables third-party meeting rooms (telepresence) and personal video devices (VTCs) to join Microsoft Teams meetings.

“**Data Capture Form**” or “**DCF**” means a BT form that sets out specific requirements for the Service as agreed between the Customer and BT which forms part of the Order. It also includes the data as captured and used as part of the bulk load capability and the data captured in solutions builder.

“**Data Subjects**” shall have the meaning given to it in the GDPR.

“**Domain Name**” means a readable name on an internet page that is linked to a numeric IP Address.

“**Enabling Services**” means the services as defined in Part B – Service Description

“**Features**” means the components that make up the Service.

“**GDPR**” means the General Data Protection Regulation (EU) 2016/679 (“EU GDPR”) and any amendment or replacement to it, (including any corresponding or equivalent national law or regulation that implements the GDPR as applicable to the Processing).

“**Governing Agreement**” means the master terms and conditions which govern this Schedule.

“**Incident**” means any unplanned interruption to, or a reduction in the quality of, the Service or particular element of the Service.

“**IM&P**” means instant messaging and presence.

“**IP Address**” means a unique number on the internet of a network card or controller that identifies a device and is visible by all other devices on the internet.

“**IP Handsets**” means any IP telephone that’s compatible with the Service.

“**Internet**” means a global system of interconnected networks that use a standard Internet Protocol to link devices worldwide.

“**Internet Protocol**” or “**IP**” means a communications protocol for devices connected to the Internet that specifies the format for addresses and units of transmitted data, and for relaying datagrams across network boundaries.

“**LAN**” means a local area network.



“**LAN Switch**” means is networking hardware that connects devices on a computer network by using packet switching to receive and forward data to the destination device.

“**Maintenance**” means any work on the BT Network or Service, including to maintain, repair or improve the performance of the BT Network or Service.

“**Meetings User**” means a User who is configured to use the Webex Meetings with BT Service.

“**Minimum User**” means the minimum number of Users by type during Ramp Up as set out in the Order.

“**Notice**” means the written method of communication, but if none is given means written communication that may include email but only to authorised addresses notified by the parties to each other.

“**Operational Service Date**” means the date upon which the Service is made operationally available to the Customer at a Site and may be called the “Service Start Date” in some Governing Agreements.

“**Order**” means means an Order that accompanies a Service Schedule for a new Service and contains the Parties agreement on Charges, rate card (where applicable) and any other relevant commercial information related to the Service referred to in the Order.

“**Personal Data**” shall have the meaning given to it in the GDPR.

“**Planned Maintenance**” means scheduled maintenance that is planned in advance.

“**Priority 1**” means a Qualifying Incident which cannot be circumvented and which also constitutes a complete loss of the Service at the Site(s).

“**Processing**” and “**Processor**” shall have the meaning given to it in the GDPR.

“**Professional User**” means a User configured to use Webex Calling with BT, (see Webex Calling with BT Service Schedule), with up to five configured devices of which a maximum of one IP SIP or SCCP handset is permitted and up to four soft clients, (Webex App), on PC's, laptop's, IOS and Android, (Note that the Webex App, where used for voice, is classified as a device).

“**Professional & Meetings User**” means a Professional User who also purchases Webex Meetings with BT service.

“**Provider Independent Resources**” or “**PIR**” means resources assigned to users that include autonomous system numbers, provider independent IPv4 addresses, any cast assignments, provider independent IXP IPv6 addresses and all future provider independent resources.

“**PSTN**” means the public switched telephone network.

“**Qualifying Incident**” means any Incident affecting the Service within the Service Management Boundary, with the exception of Incidents caused by:

- modifications or alterations to the Service made by Customer, or by BT in accordance with Customer's instructions;
- Planned Maintenance;
- network configurations that BT did not approve;
- incidents that have been reported but BT cannot confirm that an incident exists after performing tests; or
- Customer requests BT to test the Service at a time when no incident has been detected or reported.

“**Ramp Up**” means the period of time starting from the Service Start Date of the first Site and ending a) when the number of Users in service by type is equal to the Initial Quantity; or b) the Ramp Up period of time set out in the Order, whichever is earlier.

“**Requirements Capture and Design**” or “**RCAD**” means a BT form that sets out specific requirements for the Service as agreed between the Customer and BT which forms part of the Order.

“**Service**” means Webex Meetings with BT.

“**Service Desk**” means the helpdesk that the Customer can contact to submit service requests, report Incidents and ask questions about the Service.



“**Service Management Boundary**” or “**SMB**” means the demarcation point up to which BT will manage the Service, as described in Part B – the Service Description.

“**Service Options**” means those options selected by the Customer in the Order, which includes Meetings User.

“**Site**” means the physical Customer location to which the Service will be provided. Such Site may be Customer or third party owned.

“**Sub-Processor**” means a BT Affiliate or BT’s supplier or subcontractor that BT engages to Process Customer Personal Data for the purposes of this Governing Agreement.

“**Subscription Term**” means the term contracted for this Service as set out in the Order. In some Governing Agreements this may also be called “Minimum Period of Service”.

“**Supplier Software**” means any Software provided by Cisco for use with the Service.

“**User(s)**” means an employee, including consultants or agency workers, who is configured as a Meetings User (this includes, where applicable, Professional Users, Workspace Users and Professional & Meetings Users),

“**VIMT**” means Cisco Webex Video Integration for Microsoft Teams

“**Webex App**” means a Cisco software application which enables IM&P communication and Voice calling from a mobile phone, laptop or tablet.

“**Workspace User**” means a User, configured to use Webex Calling with BT, (see Webex Calling with BT Service Schedule), with a single configured voice device only for shared use and common area locations, (e.g. hot desk and lobby phone).