



A Note On 'You'

'You' and 'your' mean the Customer.

Data Processing Annex

1 Subject Matter Of The Processing Of Personal Data

This Data Processing Annex sets out the details regarding how Customer Personal Data is Processed when providing the Microsoft Online Services.

2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the Microsoft Online Services as set out in this Annex for as long as BT provides the Microsoft Online Services and for as long as BT may be required to Process the Customer Personal Data in accordance with Applicable Law.

3 The Nature And Purpose Of The Processing Of Personal Data

3.1 BT Microsoft Online Services allows you to purchase Subscriptions through BT as set out in the Schedule.

3.2 Microsoft Processes (hosts) any information that is generated by your use (or your employees', agents' or subcontractors' use) of the hosting or cloud storage facilities in accordance with the EULA you have entered into with Microsoft and BT has no liability for the information hosted by Microsoft.

3.3 BT Processes Personal Data for the purposes of provisioning, administering and supporting the Microsoft Online Services.

3.4 If you have accepted BT as your Delegated Administrator BT will have administrator access to your Microsoft Online Services Tenant and may have access inadvertently to Customer Personal Data stored on shared areas for the purposes of administering and providing support to your Microsoft Online Services Tenant.

4 Types Of Personal Data and Categories of Data Subjects

4.1 The types of Customer Personal Data Processed by BT or its Sub-Processors or you may be:

- 4.1.1 name;
- 4.1.2 email address;
- 4.1.3 address;
- 4.1.4 telephone number;
- 4.1.5 associated persons;
- 4.1.6 contact notes from calls;
- 4.1.7 allocated account number;
- 4.1.8 contact records;
- 4.1.9 service plans;
- 4.1.10 IP Address;
- 4.1.11 user ID or login details; and
- 4.1.12 passwords.

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

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

- 4.2.1 your employees;
- 4.2.2 your customers or third parties; and
- 4.2.3 any Data Subject (as controlled by you).

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