



## 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 LAN Connect National Service.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for LAN Connect National Service as set out in this Annex for as long as BT provides the LAN Connect National Service 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 provides a Managed LAN and Managed Premises based Unified communications Service using OEM equipment including routers and switches.
- 3.2 BT uses basic contact information related to the following activities:
  - 3.2.1 hardware delivery;
  - 3.2.2 installation on site;
  - 3.2.3 equipment configuration;
  - 3.2.4 maintenance;
  - 3.2.5 change requests;
  - 3.2.6 device monitoring; and
  - 3.2.7 reporting.
- 3.3 BT also provides you with access to a self-service portal and Personal Data such as user IDs and passwords are controlled by BT.

### 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 will be:
  - 4.1.1 website or IP address.
- 4.2 The Customer Personal Data will concern the following categories of Data Subjects:
  - 4.2.1 your employees.