



## 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 One Cloud Microsoft Service.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the One Cloud Microsoft Service as set out in this Annex for as long as BT provides the One Cloud Microsoft 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 an enterprise collaboration and conferencing platform via a BT third party for you, your customers and third parties to use. BT is a reseller of the Service.
- 3.2 The scope of the Service extends to:
  - 3.2.1 audio, video and web conferencing – integrated and online with support for Microsoft clients;
  - 3.2.2 Enterprise Voice – software provided VoIP for delivering Enterprise telephony;
  - 3.2.3 Mobility features from Lync;
  - 3.2.4 Group chat that can be integrated with Microsoft Outlook; and
  - 3.2.5 Federation i.e. communication with other organisations and public Instant Messaging services such as Skype for Business.
- 3.3 Content generated by you or third party end users can be of any data category and related to any living Data Subject. This data is controlled by you.
- 3.4 BT, via its third party supplier, shares end user ID and associated credentials with Microsoft to allow for broader integration with the Skype for Business mobile application. This sharing of personal information is undertaken to provide connectivity to other devices and Skype of Business applications by enabling correct end user authentication ensuring security protocols are maintained. This activity is only undertaken with your authorisation and controls.

### 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 website;
  - 4.1.2 name;
  - 4.1.3 address;
  - 4.1.4 telephone number;
  - 4.1.5 email address;
  - 4.1.6 job title;
  - 4.1.7 company name;
  - 4.1.8 contact records;
  - 4.1.9 usage records (call, collaboration, and messaging activity);
  - 4.1.10 identity management - user profiles including user IDs and passwords; and
  - 4.1.11 recordings of calls.

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.