



## 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 Collaborate Audio On-Net Service.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the One Collaborate Audio On-Net Service as set out in this Annex for as long as BT provides the One Collaborate Audio On-Net 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 The One Collaborate Audio On-Net Service enables you to hold your audio conference calls on-net, i.e. without breaking out to PSTN or other third party networks, where you currently have a BT voice network.
- 3.2 BT provides a managed platform that Processes basic personal information to enable the services selected by you. BT also provides you with access to a self-service capability and Personal Data such as user IDs and passwords are controlled by BT. Allocation of end user accounts is managed and controlled by you.
- 3.3 Due to the nature of the Service, Personal Data across all categories could be Processed, e.g.: included within collaboration session recordings but for these, you are the data Controller.
- 3.4 The Service generates call attendee reports that include users who are either your contacts or third parties.

### 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 or IP address;
- 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, internet or router logs);
- 4.1.10 identity management - user profiles; and
- 4.1.11 call recordings.

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.