

### 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 BT Services under your agreement with BT.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the One Collaborate WebEx Connect Jabber Service as set out in this Annex for as long as BT provides the One Collaborate WebEx Connect Jabber 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 for BT Customers and their customers and or 3rd parties to also use.
- 3.2 The scope of the service extends to Audio, video and web conferencing – integrated and online with support for Cisco and Microsoft clients: Enterprise voice – software provided VoIP for delivering enterprise telephony, Group chat that can be integrated with 3rd party solutions including Microsoft skype and finally, Federation, ie: communication with other organizations and public Instant Messaging services.
- 3.3 Content generated by BT customer of 3rd party end users can be of any data category and related to any living data subject. This data is controlled by the BT Customer.
- 3.4 BT via its 3rd party supplier shares end user ID and associated credentials with Cisco to allow for broader integration with syndicated services. This sharing of personal information is undertaken to provide connectivity to other devices and business applications by enabling correct end user authentication ensuring security protocols are maintained. This activity is only undertaken with BT Customer authorisation and controls.
- 3.5 BT is the controller for BT Customer user authentication data utilised by the service and includes user ID, email addresses and passwords.

### 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;
  - 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 password;
  - 4.1.11 recordings of calls; and
  - 4.1.12 BT Customer End user authentication including user IDs and passwords.
- 4.2 The Customer Personal Data will 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).