



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 Media Workflow Connect Service as set out in this Annex for as long as BT provides the Media Workflow Connect 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 high-capacity network service providing on-demand Ethernet Virtual connections to you and your customers and third parties to also use.
- 3.2 BT provides a managed platform that Processes basic business 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 The Service generates incident reports that include contacts 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 name;
- 4.1.2 email address;
- 4.1.3 country of residence;
- 4.1.4 phone number;
- 4.1.5 contact number;
- 4.1.6 signatures;
- 4.1.7 products purchased or subscribed to;
- 4.1.8 contact records;
- 4.1.9 correspondence relating to customer care;
- 4.1.10 customer WWW address;
- 4.1.11 user ID/ Login/ Account;
- 4.1.12 passwords;
- 4.1.13 identity management;
- 4.1.14 name of customer; and
- 4.1.15 company

- 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).