



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 Equipment Portfolio Service as set out in this Annex for as long as BT provides the Equipment Portfolio 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 secure file transfer service to you and your customers and third parties to also use.
- 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.

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 e-mail Address(s);
- 4.1.2 postal Address;
- 4.1.3 country of Residence;
- 4.1.4 phone Number;
- 4.1.5 contact Number;
- 4.1.6 associated Persons;
- 4.1.7 contact Notes from Calls;
- 4.1.8 opinions Written on a Person;
- 4.1.9 personal Views on BT;
- 4.1.10 other location data;
- 4.1.11 signatures;
- 4.1.12 personal Service Identifier;
- 4.1.13 products Purchased or Subscribed to;
- 4.1.14 contact Records;
- 4.1.15 equipment provided;
- 4.1.16 notes/Records;
- 4.1.17 correspondence Relating to Customer Care;
- 4.1.18 customer or Customer's customers information;
- 4.1.19 customer WWW address;
- 4.1.20 customer VAT number;
- 4.1.21 customer Tax Exempt reference;
- 4.1.22 records of customer Views and Opinions Relating to Individuals;
- 4.1.23 user ID/Login/Account;
- 4.1.24 passwords;
- 4.1.25 validation Details/Shared Secret Questions;
- 4.1.26 identity Management;
- 4.1.27 customer or Supplier Employee Identifier;
- 4.1.28 account Rights;
- 4.1.29 company;
- 4.1.30 position;



- 4.1.31 job Title;
 - 4.1.32 supplier Representatives;
 - 4.1.33 health and Safety;
 - 4.1.34 personality profiles;
 - 4.1.35 vehicle Tracking/Monitoring Devices and Records
- 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).