

### 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 Web Starter Service as set out in this Annex for as long as BT provides the Web Starter 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 For products, Mozy Back-up, Office 365, Webspace / Web Hosting / ePages, POP email - BT Processes (hosts) any information that is generated by your use (or your employees', agents' or subcontractors' use) of the hosting / cloud storage facilities.

### 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 gender;
- 4.1.3 person record created date;
- 4.1.4 person record cease date;
- 4.1.5 VIP (person status indicator);
- 4.1.6 power of Attorney (PoA);
- 4.1.7 e-mail Address(s);
- 4.1.8 postal Address;
- 4.1.9 phone Number;
- 4.1.10 contact Number;
- 4.1.11 associated Persons;
- 4.1.12 contact Notes from Calls;
- 4.1.13 signatures;
- 4.1.14 personal Service Identifier;
- 4.1.15 products Purchased or Subscribed to;
- 4.1.16 contact Records;
- 4.1.17 notes/Records;
- 4.1.18 correspondence Relating to Customer Care;
- 4.1.19 identifiers Provided by Devices, Applications, Tools and Protocols;
- 4.1.20 personal Data Traffic and Communications Records;
- 4.1.21 user ID/Login/Account;
- 4.1.22 passwords;
- 4.1.23 validation Details/Shared Secret Questions; and
- 4.1.24 identity Management;

- 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).