

### 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 Adoption Services.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the One Collaborate Adoption Services as set out in this Annex for as long as BT provides the One Collaborate Adoption Services 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 consultancy service to enable you to transform, migrate or implement BT Collaborate services.
- 3.2 BT typically utilises your Personal Data, for which it is the Controller, covering basic contact information utilised for Customer Relationship Management purposes in order for the consultancy based services to be delivered.
- 3.3 Where BT is contracted to provide specific engagements including transformation and migration services, some personal information relating to you and your third parties may be Processed on behalf of you. The types of data are specified in Section 4.1.

### 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 or IP address; and
  - 4.1.2 skills and or certifications.
- 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).