

### 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 Audio Booked Service.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the One Collaborate Audio Booked Service as set out in this Annex for as long as BT provides the One Collaborate Audio Booked 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 you with a conferencing service which requires prior booking and requires a unique passcode for every meeting. There is also a specified capacity for Booked Audio calls based on the number of participant lines scheduled for each call.
- 3.2 BT provides the managed Service 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 that are controlled by BT.
- 3.3 Due to the nature of the Service, Personal Data across all categories could be Processed, e.g.: included within collaboration session recordings but for these, you are the data Controller.
- 3.4 The Service generates call attendee reports that shows users who are either your contacts or your 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 website or IP address;
- 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, internet or router logs);
- 4.1.10 identity management - user profiles; and
- 4.1.11 recordings of calls.

This list is not exhaustive as you will specify what Customer Personal Data is Processed.

- 4.2 The Customer Personal Data may 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).

This list is not exhaustive as you will specify what Customer Personal Data is Processed.