

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 Managed Email Security Service.

2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the BT Managed Email Security Service as set out in this Annex for as long as BT provides the BT Managed Email Security 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 The Service involves the re-selling by BT of Symantec software that seeks to identify security threats contained or hidden within your inbound or outbound email. Personal Data is not Processed by BT for this purpose.
- 3.2 The Service is provided by a third party via its cloud infrastructure, and is complemented by a second third party's software that stores a full back-up of your emails in its cloud. You sign separate terms and conditions with the third parties and BT does not handle any data in relation to the Service.

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;
- 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); and
- 4.1.10 identity management - user profiles.

- 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).