

### 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 One Collaborate Web Service.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the BT One Collaborate Web Service as set out in this Annex for as long as BT provides the BT One Collaborate Web 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 One Collaborate Web provides a visual element that can be added to an audio or video conference to allow users to see the same document or application, creating their own virtual meeting room.
- 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 are controlled by BT. BT does not Process Personal Data relating to the setup and configuration of the Service by you.
- 3.3 Due to the nature of the Service, Personal Data across all categories could be Processed, e.g.: included within video collaboration session recordings but for these, you are the data Controller.

### 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;
- 4.1.11 video call recording; and
- 4.1.12 host and attendee reporting.

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.