

### 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 Voice expenses Service.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the BT One Voice expenses Service as set out in this Annex for as long as BT provides the BT One Voice expenses 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 a telecoms expense management (TEM) solution. You can identify and control the costs of mobile and fixed line services plus optimise policies to manage usage and reduce spending year on year.
- 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. BT provides billing information utilising end user usage data.
- 3.3 BT Processes your employee or other third party communications services usage. You are the Controller of the data and BT provides the tools and the environment for you to analyse data and devise and implement policies.

### 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).