

A Note On 'You'

'You' and 'your' mean the Customer.

"Supplier" means Cisco Systems, Inc of 2710 Gateway Oaks Drive, Suite 150N Sacramento CA 95833, USA, which for the purpose of this Annex is also considered as Sub-Processor.

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 Webex Meetings and Webex Calling Flex Plan delivered by BT ("the Service").

2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the Service as set out in this Annex for as long as BT provides the Service and for as long as BT or its Sub-Processor 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 For this Service, BT is mainly reselling the Service of the Supplier as set out in the Schedule and therefore will act to you as Controller whereby BT itself will only collect and use Customer Personal Data in order to:

- (a) process, track and fulfil Orders for the Service;
- (b) deliver and commission the Service, either remotely or at a Site;
- (c) administer access to online portals relating to the Service;
- (d) compile, dispatch and manage the payment of invoices relating to the Service;
- (e) manage the Agreement and resolve any disputes relating to it; or
- (f) respond to general queries relating to the Service.

3.2 For the provision and management of the Service parts provided by the Supplier, any Processing of Personal Data by the Supplier - where applicable, will be subject to the Supplier's privacy policy as set out on <https://www.cisco.com/c/en/us/about/trust-center/customer-data-privacy-policy.html>

4 Types Of Personal Data and Categories of Data Subjects

4.1 The types of Customer Personal Data which may be Processed by the Supplier or you are set out on <https://www.cisco.com/c/en/us/about/trust-center/data-privacy.html> whereby for this Service the following datasheets apply:

- **Webex Calling:** <https://trustportal.cisco.com/c/dam/r/ctp/docs/privacydatasheet/collaboration/cisco-webex-calling-privacy-data-sheet.pdf>
- **Webex Meetings:** <https://trustportal.cisco.com/c/dam/r/ctp/docs/privacydatasheet/collaboration/cisco-webex-meetings-privacy-data-sheet.pdf>
- **Webex Teams:** <https://trustportal.cisco.com/c/dam/r/ctp/docs/privacydatasheet/collaboration/cisco-webex-teams-privacy-data-sheet1.pdf>

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.