

### 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 Wholesale Hosted Communications Service.

### 2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the BT Wholesale Hosted Communications Service as set out in this Annex for as long as BT provides the BT Wholesale Hosted Communications 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 will provide you with the IP communications Service known as Wholesale Hosted Communications ("the Service").

3.2 BT Processes a range of Personal Data in relation to the End Customer of the Service in order to deliver the Service being purchased by you the data Controller (their employer).

3.2.1 The Service requires unique username and login credentials for each End Customer to access their Service Configuration Portals.

3.2.2 This means we have to capture Personal Data such as name, title (if provided) and email address so we can send the End Customer these welcome credentials.

3.2.3 We need to know the End Customers address, this is needed for Emergency Call details in case the End Customer ever has to phone the Emergency Services Organisations.

### 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 name;

4.1.2 gender;

4.1.3 marital status;

4.1.4 e-mail address;

4.1.5 postal address;

4.1.6 contact number;

4.1.7 associated persons;

4.1.8 contact records;

4.1.9 equipment provided;

4.1.10 identifiers provided by devices, applications, tools and protocols;

4.1.11 Call records;

4.1.12 recordings;

4.1.13 account rights;

4.1.14 name of Customer;

4.1.15 position; and

4.1.16 job title

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 End Customers; and

4.2.2 your employees, directors and contractors.

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