

## DATA PROCESSING ADDENDUM

This Data Processing Addendum (**DPA**) is entered into between WorkRails, Inc., a Delaware corporation (**WorkRails**) and Customer, and is incorporated into and governed by the terms of the Subscription Services Agreement (**Agreement**) between the parties.

### DEFINITIONS.

Any capitalised term not defined in this DPA will have the meaning given to it in the Agreement (defined below).

- **Affiliate** means any entity that directly or indirectly controls, is controlled by, or is under common control of a party. "Control" for purposes of this definition means direct or indirect ownership or control of more than 50% of the voting interests of a party.
- **Agreement** means the Subscription Services Agreement between Customer and WorkRails for the provision of the Services.
- **CCPA** means the California Consumer Privacy Act of 2018, along with its regulations, and as amended.
- **Controller** means Customer, the entity which determines the purposes and means of the processing of Personal Data.
- **Customer Data** means data, which may include Personal Data and the categories of data submitted, stored, sent, or received via the Services by Customer, its Affiliates, or end users.
- **Data Protection Laws** means all laws and regulations applicable to the processing of Personal Data under the Agreement, including, but not limited to, the EU GDPR, the UK GDPR, the UK Data Protection Act 2018, the FDPA, the CCPA, the Privacy and the Electronic Communications Regulations 2003 (SI 2003/2426) as amended, and all other applicable data protection and privacy legislation in force from time to time (as may be applicable depending on the location of Customer, data subjects and processing of the relevant Personal Data).
- **Data Subject** means (i) the identified or identifiable person to whom Personal Data relates; or (ii) a "Consumer" as the term is defined in the CCPA.
- **DPA** means this data processing addendum and its schedules.
- **EEA** means the European Economic Area (namely the EU, Norway, Iceland and Lichtenstein together).
- **EU GDPR** means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data (General Data Protection Regulation).
- **FDPA** means the Swiss Federal Act on Data Protection of 19 June 1992 (SR 235.1; FDPA) as amended from time to time.
- **Standard Contractual Clauses** means (i) where the EU GDPR applies, the contractual clauses annexed to the European Commission's Implementing Decision 2021/914 of 4 June 2021 on standard contractual clauses for the transfer of personal data to third countries and published at <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32021D0914&from=EN> (**EU SCCs**); (ii) where the UK GDPR applies standard data protection clauses adopted pursuant to Article 46(2)(c) or (d) of the UK GDPR (**UK SCCs**); and (iii) where Personal Data is transferred from Switzerland to outside of Switzerland or the EEA, the EU SCCs as amended in accordance with guidance from the Swiss Data Protection Authority (**Swiss SCCs**).
- **Personal Data** means any information relating to: (i) an identified or identifiable natural person and (ii) an identified or identifiable legal entity (where such information is protected similarly as personal

data or personally identifiable information under applicable Data Protection Laws), which is provided as Customer Data.

- **Processor** means WorkRails, the entity which Processes Personal Data on behalf of Controller, including as applicable any "Service Provider" as that term is defined by the CCPA.
- **Restricted Transfer** means: (i) where the EU GDPR applies, a transfer of Personal Data via the Services from the EEA either directly or via onward transfer, to any country or recipient outside of the EEA not subject to an adequacy determination by the European Commission; and (ii) where the UK GDPR applies, a transfer of Personal Data via the Services from the United Kingdom either directly or via onward transfer, to any country or recipient outside of the UK not based on adequacy regulations pursuant to Section 17A of the United Kingdom Data Protection Act 2018; and (iii) a transfer of Personal Data via the Services from Switzerland either directly or via onward transfer, to any country or recipient outside of the EEA and/or Switzerland not subject to an adequacy determination by the European Commission.
- **Sub-processor** means any third party (including WorkRails Affiliates) engaged by WorkRails to process Personal Data under this DPA in the provision of the Services to Customer.
- **Supervisory Authority** means a governmental or government-chartered regulatory body having binding legal authority over a party.
- **Services** means the web subscription services provided by WorkRails to the Customer pursuant to the Agreement.
- **UK GDPR** means the EU GDPR as it forms part of the laws of the UK by virtue of section 3 of the European Union (Withdrawal) Act 2018.

## 1. PURPOSE.

- a. WorkRails has agreed to provide the Services to Customer in accordance with the terms of the Agreement. In providing the Services, WorkRails will process Customer Data on behalf of Customer. Customer Data may include Personal Data. WorkRails will process and protect such Personal Data in accordance with the terms of this DPA and the Data Protection Laws.
- b. With respect to Customer Data under this DPA, the parties agree that Customer is the 'data controller' and WorkRails is the 'data processor'. Customer will comply with its obligations as a controller and WorkRails will comply with its obligations as a processor under the DPA.
- c. Where a Customer Affiliate or a Customer client is the controller with respect to certain Customer Data, Customer represents and warrants to WorkRails that it is authorized to instruct WorkRails and otherwise act on behalf of such Customer Affiliate or a Customer client in relation to Customer Data in accordance with the Agreement and this DPA.

## 2. SCOPE.

- a. In providing the Services to Customer pursuant to the terms of the Agreement, WorkRails will treat Personal Data as confidential and only process Personal Data on behalf of Customer, and only to the extent necessary to provide Services and in accordance with the Customer's instructions as documented in the Agreement and this DPA.
- b. WorkRails and Customer must take steps to ensure that any natural person acting under the authority of Customer or WorkRails who has access to Personal Data does not process the Personal Data except as specified in this DPA unless required to do so by Data Protection Laws.

## 3. WORKRAILS OBLIGATIONS.

- a. WorkRails may collect, process, or use Personal Data only in accordance with the scope of the Agreement, this DPA, and Customer's instructions. This DPA is Customer's complete and final documented instruction to WorkRails in relation to Personal Data. Additional instructions outside the scope of this DPA (if any)

require prior written agreement between WorkRails and Customer, including agreement on any additional fees payable by Customer to WorkRails for carrying out such instructions.

- b. WorkRails will ensure that all employees, agents, officers, and contractors involved in the handling of Personal Data: (i) are aware of the confidential nature of Personal Data and are contractually bound to keep Personal Data confidential; (ii) have received appropriate training on their responsibilities as a data processor; and (iii) are bound by terms materially no less restrictive than the terms of this DPA.
- c. WorkRails must maintain appropriate managerial, operational, and technical safeguards designed to preserve the integrity and security of Personal Data while in its possession and control hereunder, while taking into account the state of the art, costs of implementation, and the nature, scope, context, and purposes of processing, as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons.
- d. WorkRails must maintain appropriate measures to ensure a level of security appropriate to the risk, including inter alia as appropriate: (i) the pseudonymisation and encryption of Personal Data; (ii) the ability to ensure the on-going confidentiality, integrity, availability and resilience of processing systems and services; (iii) the ability to restore the availability and access to Personal Data in a timely manner in the event of a physical or technical incident; (iv) a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing. In accessing the appropriate level of security, WorkRails takes into account the risks that are presented by processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Data transmitted, stored or otherwise processed, as further set forth in **Schedule 2**.
- e. Customer agrees that, in the course of providing the Services to Customer, it may be necessary for WorkRails to access Personal Data to respond to any technical problems, Customer queries, security monitoring, and to ensure the proper working of the Services. All such access by WorkRails will be limited to those purposes and performed by authorized personnel.
- f. WorkRails must promptly inform Customer, if in WorkRails's opinion, any of the instructions regarding the processing of Personal Data provided by Customer, breach Data Protection Laws.
- g. WorkRails will reasonably assist Customer in meeting the Customer's obligation to carry out Data Protection Impact Assessments (**DPIA**), taking into account the nature of processing and the information available to WorkRails.
- h. Customer and WorkRails and, where applicable, their representatives, will cooperate, upon request, with a Supervisory Authority in the performance of their respective obligations under this DPA and Data Protection Laws.
- i. WorkRails will notify Customer promptly of any request or complaint regarding the processing of Personal Data, which adversely impacts Customer, unless such notification is not permitted under applicable law or a relevant court order
- j. WorkRails may not (i) sell Personal Data; (ii) retain, use, or disclose Personal Data for commercial purposes other than providing the Services under the terms of the Agreement; or (iii) retain, use, or disclose Personal Data outside of the Agreement. WorkRails understands these restrictions.

#### **4. CUSTOMER OBLIGATIONS.**

- a. Customer represents and warrants, in its use of the Services, that: (i) it will comply with the terms of the Agreement, this DPA, and the Data Protection Laws, including any applicable requirements to provide notice to and/or obtain consent from Data Subjects for Processing by WorkRails; and (ii) it will ensure that its use of the Services will not violate the rights of any Data Subjects. All Affiliates of Customer who use the Services will comply with the obligations of Customer set out in this DPA.
- b. Customer represents and warrants that, as having sole responsibility for the quality, legality, and accuracy of Personal Data, has obtained any and all necessary permissions and authorizations necessary to permit WorkRails, its Affiliates, and Sub-processors, to execute their rights or perform their obligations under this DPA.

- c. Customer represents and warrants that its instructions comply with Data Protection Laws.
- d. Customer must inform WorkRails of any notice, inquiry (including any notice, investigation, complaint, or request) relating to WorkRails's processing of Personal Data and provide WorkRails with a copy thereof within 48 hours of receipt by Customer of such notice or inquiry. Notices should be sent to: \_\_\_\_\_.

## 5. NOTIFICATION OF SECURITY BREACH.

- a. WorkRails will notify Customer without undue delay after becoming aware of (and in any event within 72 hours of discovering) any accidental or unlawful destruction, loss, alteration, or unauthorized disclosure or access to Customer's Personal Data (**Personal Data Breach**).
- b. WorkRails will take all commercially reasonable measures to secure Personal Data, to eliminate the Data Breach, and to assist Customer in meeting the Customer's obligations under applicable law. In the event of a Personal Data Breach, WorkRails's System Administration Team and Security Team will perform a risk-based assessment of the situation and develop appropriate strategies in accordance with WorkRails incident response procedures, which include contacting Customer's primary (technical or business) point of contact or Security Operation Center (**SOC**) to brief them on the situation and provide resolution status updates.

## 6. AUDIT.

- a. WorkRails will make available to Customer all information reasonably necessary to demonstrate compliance with its processing obligations and allow for and contribute to audits and inspections.
- b. Any audit conducted under this DPA will consist of examination of the most recent reports, certificates, and/or extracts prepared by an independent auditor. In the event that provision of the same is not deemed sufficient in the reasonable opinion of Customer, Customer may conduct a more extensive audit which will be: (i) at the Customer's expense; (ii) limited in scope to matters specific to Customer and agreed in advance; (iii) carried out during WorkRails's business hours and upon reasonable notice which must be not less than 4 weeks unless an identifiable material issue has arisen; and (iv) conducted in a way which does not interfere with WorkRails's day-to-day business. Any such audit must be conducted remotely, except Customer and/or its Supervisory Authority may conduct an on-site audit at WorkRails's premises if so required by the Data Protection Laws. In no event will any audit of a Sub-processor, beyond a review of reports, certifications and documentation made available by the Sub-processor, be permitted without the Sub-processor's consent. This Section does not modify or limit the rights of audit of Customer, instead it is intended to clarify the procedures in respect of any audit undertaken pursuant thereto.

## 7. DATA SUBJECTS.

- a. WorkRails must, to the extent legally permitted, promptly notify Customer if WorkRails receives a request from a Data Subject to exercise the Data Subject's right of access, right to rectification, restriction of processing, erasure, data portability, object to the processing (**Data Subject Request**).
- b. Taking into account the nature of the processing and the information available to WorkRails, WorkRails must assist Customer by having in place appropriate technical and organizational measures, insofar as this is possible, for the fulfilment of Customer's obligation to respond to a Data Subject Request under the Data Protection Laws.
- c. To the extent Customer, in its use of the Services, does not have the ability to address a Data Subject Request, WorkRails must upon Customer's request, and to the extent possible, provide commercially reasonable efforts to assist Customer in responding to such Data Subject Request, to the extent WorkRails is legally permitted to do so and the response to such Data Subject Request is required under Data Protection Laws. To the extent legally permitted, Customer must be responsible for any costs arising from WorkRails's provision of such assistance.

## 8. SUB-PROCESSORS.

- a. The Customer agrees that: (i) Affiliates of WorkRails may be used as Sub-processors; and (ii) WorkRails and its Affiliates respectively may engage Sub-processors in connection with the provision of the Services. The current list of Sub-processors is in **Schedule 3**. Customer authorises WorkRails to use the Sub-processors set out in **Schedule 3**.
- b. During the term of this DPA, WorkRails will provide Customer with 30 days prior notification, via email, of any changes to the list of Sub-processors before authorising any new or replacement Sub-processors to process Personal Data in connection with the provision of the Services.
- c. Customer may object to the use of a new or replacement Sub-processor, by notifying WorkRails promptly in writing within 10 business days after receipt of WorkRails's notice. If Customer objects to a new or replacement Sub-processor, and that objection is not unreasonable, Customer may terminate the Agreement or applicable order with respect to those Services which cannot be provided by WorkRails without the use of the new or replacement Sub-processor. WorkRails will refund Customer any prepaid and unused fees covering the remainder of the term of the applicable order following the effective date of termination with respect to such terminated Services.
- d. All Sub-processors who process Personal Data must comply with the applicable obligations of the WorkRails set out in this DPA. WorkRails must prior to the relevant Sub-processor carrying out any processing activities in respect of Personal Data: (i) appoint each Sub-processor under a written contract containing materially the same obligations to those of WorkRails in this DPA enforceable by WorkRails; and (ii) ensure each such Sub-processor complies with all such obligations.
- e. Customer agrees that WorkRails and its Sub-processors may make Restricted Transfers of Personal Data for the purposes of providing the Services to Customer in accordance with the Agreement to countries outside the EEA, UK or Switzerland. WorkRails confirms that such Sub-processors (i) are located in a third country or territory recognized by the EU Commission or a Supervisory Authority, as applicable, to have an adequate level of protection; or (ii) have entered into the applicable Standard Contractual Clauses with WorkRails; or (iii) have other legally recognized appropriate safeguards in place.

## 9. RESTRICTED TRANSFERS.

- a. The parties agree that, when the transfer of Personal Data from Customer to WorkRails or from the WorkRails to a Sub-processor is a Restricted Transfer, it will be subject to the applicable Standard Contractual Clauses.
- b. The parties agree that the EU SCCs apply to Restricted Transfers from the EEA. The EU SCCs are deemed entered into (and incorporated into this DPA by reference) and completed as follows:
  - i. **Module Two (Controller to Processor)** applies where Customer is a Controller of Customer Data and WorkRails is processing Customer Data;
  - ii. **Module Three (Processor to Processor)** applies where WorkRails is a Processor of Customer Data and WorkRails uses a Sub-processor to process Customer Data;
  - iii. **Module Four (Processor to Controller)** does not apply;
  - iv. in **Clause 7 of the EU SSCs**, the optional docking clause will not apply;
  - v. in **Clause 9 of the EU SSCs, Option 2 applies**, and the time period for notice of Sub-processors must be as set out in Section 8.c. of this DPA;
  - vi. in **Clause 11 of the EU SSCs**, the optional language does not apply;
  - vii. in **Clause 17 of the EU SSCs, Option 1** applies, the EU SCCs are governed by Irish law, and for the Swiss SCCs, Swiss law;
  - viii. in **Clause 18(b) of the EU SSCs**, disputes must be resolved by: the courts of Ireland for the EU SCCs, and the courts of Switzerland for the Swiss SCCs;
  - ix. Annex I of the EU SCCs are deemed completed with the information set out in **Schedule 1** of this DPA; and

- x. Annex II of the EU SCCs are deemed completed with the information set out in **Schedule 2** of this DPA.
- c. The parties agree that the EU SCCs as amended in clause 9(b) above, shall be adjusted as set out below where the FDPA applies to any Restricted Transfer:
  - i. The Swiss Federal Data Protection and Information Commissioner (**FDPIC**) shall be the sole Supervisory Authority for Restricted Transfers exclusively subject to the FDPA;
  - ii. Restricted Transfers subject to both the FDPA and the EU GDPR, shall be dealt with by the EU Supervisory Authority named in **Schedule 1** of this DPA;
  - iii. The term 'member state' must not be interpreted in such a way as to exclude data subjects in Switzerland from the possibility of suing for their rights in their place of habitual residence (Switzerland) in accordance with Clause 18(c) of the EU SCCs;
  - iv. Where Restricted Transfers are exclusively subject to the FDPA, all references to the GDPR in the EU SCCs are to be understood to be references to the FDPA;
  - v. Where Restricted Transfers are subject to both the FDPA and the EU GDPR, all references to the GDPR in the EU SCCs are to be understood to be references to the FDPA insofar as the Restricted Transfers are subject to the FDPA; and
  - vi. The Swiss SCCs also protect the Personal Data of legal entities until the entry into force of the revised FDPA.
- d. The parties agree that the UK SCCs apply to Restricted Transfers from the UK and the UK SCCs are deemed entered into (and incorporated into this DPA by reference), completed as follows: (i) Appendix 1 of the UK SCCs are deemed completed with the information set out in **Schedule 1** of this DPA; and (ii) Appendix 2 of the UK SCCs are deemed completed with the information set out in **Schedule 2** of this DPA.
- e. If any provision of this DPA contradicts any Standard Contractual Clauses, the provisions of the applicable Standard Contractual Clauses prevail over this DPA.

## **10. LIABILITY.**

- a. The parties agree that WorkRails is liable for any breaches of this DPA caused by the acts and omissions of its Sub-processors to the same extent WorkRails would be liable if performing the services of each Sub-processor directly under the terms of this DPA.
- b. The parties agree that Customer is liable for any breaches of this DPA caused by the acts and omissions of its Affiliates and users as if such acts and omissions had been committed by Customer itself.
- c. **The limitations of liability in the Agreement apply to all claims related to or arising under this DPA.**

## **11. TERM AND TERMINATION.**

- a. WorkRails will only process Personal Data for the term of this DPA. The term of this DPA coincides with the beginning of the Agreement and this DPA will automatically terminate upon the termination of the Agreement.

## **12. DELETION AND RETURN OF PERSONAL DATA.**

- a. WorkRails will, upon written request and at the choice of Customer, either: (i) make the Services available to Customer for the return Personal Data to Customer at the expiration of the order within the time periods set out in termination section of the Agreement, or (ii) securely delete all Personal Data. WorkRails will securely delete all Personal Data after such time period unless law applicable to WorkRails prevents destruction of Personal Data; and upon request, provide a certification of deletion of Personal Data.

- b. Where any Personal Data is retained beyond termination of this DPA, Personal Data must be treated as Confidential Information and will no longer be actively processed.

**13. GENERAL.**

- a. This DPA sets out the entire understanding of the parties, and supersedes all prior and contemporaneous agreements and understandings, with regards to the subject matter. No modification or waiver of any term in this DPA is effective unless both parties sign it.
- b. Should a provision of this DPA be invalid or become invalid, then the legal effect of the other provisions will be unaffected. A valid provision is deemed to have been agreed upon, which comes closest to what the parties intended commercially and will replace the invalid provision. The same will apply to any omissions.
- c. To the extent of any conflict or inconsistency, the following order of precedent applies: the applicable Standard Contractual Clauses, followed by the Agreement, and then this DPA, *provided that*, in all instances the disclaimer of damages and limitation of liability in the Agreement applies. Subject to the amendments in this DPA, the Agreement remains in full force and effect.
- d. Customer may send any questions or concerns regarding this DPA to: \_\_\_\_\_.

_____ (Customer)	WorkRails, Inc.
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
Address:	Address:

**Schedules Attached:**

**Schedule 1 - List of Parties and Categories of Data**

**Schedule 2 - Technical and Organizational Security Measures**

**Schedule 3 - List of Sub-Processors**

## SCHEDULE 1

### LIST OF PARTIES, DESCRIPTION OF PROCESSING AND TRANSFER OF PERSONAL DATA, COMPETENT SUPERVISORY AUTHORITY

#### MODULE TWO: CONTROLLER TO PROCESSOR

##### a. LIST OF PARTIES

###### The Controller:

<b>Controller Entity:</b>	Customer
<b>Address:</b>	As set out for Customer in the Agreement.
<b>Contact person's name, position and contact details:</b>	As provided by Customer in its account and used for notification and invoicing purposes.
<b>Activities relevant to the data transferred under the SCCs:</b>	Use of the Services.
<b>Signature and date:</b>	By entering into the Agreement, the Controller is deemed to have signed the SCCs incorporated into this DPA and including their Annexes.
<b>Role:</b>	Data Exporter.
<b>Name of Representative (if applicable):</b>	Any UK or EU representative named in the Controller's privacy policy.

###### The Processor:

<b>Processor Entity:</b>	WorkRails
<b>Address:</b>	As set out for WorkRails in the Agreement.
<b>Contact person's name, position and contact details:</b>	As provided by WorkRails in its account and used for notification and invoicing purposes.
<b>Activities relevant to the data transferred under the SCCs:</b>	The provision of cloud computing solutions to the Controller under which the Processor processes Personal Data upon the instructions of the Controller in accordance with the terms of the Agreement.
<b>Signature and date:</b>	By entering into the Agreement, the Processor is deemed to have signed the SCCs, incorporated into this DPA, including their Annexes.
<b>Role:</b>	Data Importer.
<b>Name of Representative (if applicable):</b>	Bob Hausman – Head of Operations & Finance – Bob@Workrails.com

##### b. DESCRIPTION OF PROCESSING AND TRANSFERS

<b>Categories of data subjects:</b>	<ul style="list-style-type: none"> <li>• Prospects, customers, business partners, and vendors of the Controller (who are natural persons).</li> <li>• Controller's users authorized by the Controller.</li> </ul>
<b>Categories of personal data:</b>	<p>The Controller may submit Personal Data to the Services, the extent of which is determined and controlled by the Controller. The Processor is not made aware of the types of data Customer backs up. The Customer may submit Personal Data to its Salesforce.com account, the extent of which is determined and controlled by the Customer in its sole discretion. Personal Data includes, but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• First and last name</li> <li>• Title</li> <li>• Position</li> <li>• Employer</li> <li>• Contact information (company, email, phone, physical business address)</li> <li>• ID data</li> </ul>



<b>Sensitive Data:</b>	No sensitive data will be processed or transferred and may not be contained in the content of or attachments to emails.
<b>The frequency of the processing and transfer (e.g. whether the data is transferred on a one-off or continuous basis):</b>	Continuous basis for the duration of the Agreement.
<b>Nature of the processing:</b>	The Processor processes Personal Data to the extent necessary to perform the Services under the Agreement, as further instructed by Customer pursuant to this DPA.
<b>Purpose(s) of the data transfer and further processing:</b>	Personal Data is transferred to sub-contractors who need to process some of Personal Data in order to provide their services to the Processor as part of the Services provided by the Processor to the Controller.
<b>The period for which Personal Data will be retained, or, if that is not possible, the criteria used to determine that period:</b>	Unless agreed otherwise in writing, for the duration of the Agreement, subject to Section 11 of this DPA.
<b>For transfers to (Sub-) processors, also specify subject matter, nature and duration of the processing:</b>	The Sub-processor list set forth in Schedule 3 sets out Personal Data processed by each Sub-processor and the services provided by each Sub-processor.

**c. COMPETENT SUPERVISORY AUTHORITY**

<b>Identify the competent supervisory authority/ies (e.g. in accordance with Clause 13 of the SCCs)</b>	Where the EU GDPR applies, the Data Protection Authority in Ireland. Where the UK GDPR applies, the UK Information Commissioner's Office (ICO). Where the FDPA applies, the Swiss Federal Data Protection and Information Commissioner (FDPIC).
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**MODULE THREE: PROCESSOR TO PROCESSOR**

**a. LIST OF PARTIES**

**The Data Exporter:** is WorkRails.

**The Data Importers:** are the Sub-processors named in the Sub-processor list which contains the name, address, contact details and activities relevant to the data transferred to each Data Importer.

**b. DESCRIPTION OF PROCESSING AND TRANSFERS**

The Sub-processor list includes the information about the processing and transfers of Personal Data, for each Data Importer:

- categories of data subject;
- categories of Personal Data;
- the nature of the processing; and
- the purposes of the processing.

Personal Data is processed by each Sub-processor:

- on a continuous basis;
- to the extent necessary to provide the Services in accordance with the Agreement and the Data Exporter's instructions; and
- for the duration of the Agreement and subject to Section 11 of this DPA.

**c. COMPETENT SUPERVISORY AUTHORITY**

The competent Supervisory Authority of each Sub-processor are listed below:

- Where the EU GDPR applies, the Member State in which the Sub-processor has its EU representative;
- Where the UK GDPR applies, the UK Information Commissioner's Office (ICO); and
- Where the FDPA applies, the Swiss Federal Data Protection and Information Commissioner (FDPIC).

## SCHEDULE 2

### TECHNICAL AND ORGANIZATIONAL SECURITY MEASURES

#### (Including Technical and Organisational Measures to Ensure the Security of Data)

Below is a description of the technical and organisational measures implemented by the Processor(s) / Data Importer(s) (including any relevant certifications) to ensure an appropriate level of security, taking into account the nature, scope, context and purpose of the processing, and the risks for the rights and freedoms of natural persons.

Full details of the Processor's/Data Importer's technical and organisational security measures used to protect Personal Data is available at [URL].

Where applicable, this Schedule 2 will serve as Annex II to the SCCs.

The following describes Vendor's Security Program as of the Effective Date. The following terms may be updated from time to time. However, the level of security will not be reduced in any material way for the duration of the applicable Subscription Term.

#### **Security Program and Standards**

Vendor maintains a written information security program that contains appropriate administrative, technical and physical safeguards to protect Customer data, and that comply with industry standards for security controls.

#### **Control Environment**

Vendor employees are required to sign confidentiality agreements in writing, agreeing not to disclose proprietary or confidential information, including customer information to unauthorized parties. Vendor employees are also required to sign a written acknowledgement documenting their understanding of Vendor's employee handbook, and their responsibilities for adhering to Vendor policies and procedures.

#### **Personnel Screening**

Vendor performs background checks on all potential employees and contractors prior to employment with the company.

#### **Security Training & Awareness**

Vendor maintains a security awareness program that includes training of Vendor personnel on Vendor's security program. Training is conducted annually.

#### **Access Controls**

Vendor has processes in place to limit access to its systems and customer data to authorized personnel only. There are processes and procedures in place to prevent personnel from obtaining access which they should not have, and to remove access in the event of a change in job responsibilities or job status. Vendor's policies require personnel to report any known security incidents to Vendor's security team for investigation.

#### **Network Security**

Vendor utilizes security controls to protect the confidentiality and availability of customer data, including logging, monitoring and alerting systems to detect and prevent network attacks. Any transmission of Customer data is encrypted in transit through TLS.

#### **Application Security**

Vendor follows industry best practices during code development. Vendor's software development lifecycle (SDLC) includes a controlled source code management system, peer review, and testing against common vulnerabilities (e.g., OWASP Top 10 list). Vendor also leverages a combination of code reviews, threat modeling and internal testing. In addition, Vendor will contract an external third party to perform annual and external penetration and make the summary of the results available to Customer upon request. Any vulnerabilities identified will be remediated based on standard industry timeframes.

**Workstation Security**

Vendor workstations are secured using industry standard technology and practices, including firewalls, disk encryption, anti-virus software and asset tracking.

**Disaster Recovery and Business Continuity**

Vendor maintains a Business Continuity Plan (BCP), which defines the processes and procedures for the company to follow in the event of a disaster. Vendor will regularly review and test the BCP to ensure that it is capable of recovering Vendor assets and continuing key Vendor business processes in a timely manner.

**Privacy**

Vendor complies with applicable legal requirements for privacy, data protection and confidentiality of communications, including the EU General Data Protection Regulation and the California Consumer Privacy Act. Vendor's Privacy Policy is publicly available via Vendor's website.

**Return or Destruction of Customer Data.**

Upon termination of the Services, Vendor will delete all copies of Customer data in its possession (i) upon written request of Customer and (ii) within 90 days of the date of termination of any services. Vendor may retain certain Customer data to the extent required by applicable laws and only to the extent and for such period as required by applicable law.

**Incident Response Plan**

Vendor will maintain an Incident Response Plan (**IRP**) and will promptly notify Customer of any unauthorized access, use or disclosure of Customer data (each, a **Security Incident**), as required by applicable privacy laws. Vendor's IRP will include roles and responsibilities, communication guidelines, audit and forensics. Upon becoming aware of a Security Incident, Vendor shall notify Customer without undue delay (in all instances within 24 hours), and shall provide such timely information as Customer may reasonably require, including information required to enable Customer to fulfill any data breach reporting obligations under Applicable Data Protection Laws, and in all cases including but not limited to relevant audit logs and a final written summary of the Security Incident. Vendor will take reasonably necessary measures and actions to remedy or mitigate the effects of such Security Incident.

**Storage and Transmission Security**

Vendor will ensure all Customer data is encrypted in transit and at rest, including laptops.

**Sub-processors**

Vendor shall impose on all sub-processors data protection terms that protect Customer's personal data to the same standard provided for in the and shall remain liable for any breach of the data protection agreement or the Standard Contractual Clauses to which this Annex is attached caused by an act, error or omission of its Sub-processor.

**Audit**

Upon 30 days' notice and no more than once per year, Customer may conduct an onsite audit of Vendor and its security program, if and to the extent applicable to the Vendor products and services provided to Customer at the time. If available, at Customer's option, Vendor may in lieu of such audit (1) supply a summary copy of its third-party audit report(s) (i.e., SOC 2, ISO 27001, etc., if and as available) to Customer, or (2) complete Customer's then-current vendor security questionnaire.

**SCHEDULE 3**  
**LIST OF SUB-PROCESSORS**

<b>Sub-processor Name</b>	<b>Address / Contact Person</b>	<b>Description of Processing</b> (including a clear delimitation of responsibilities in case several sub-processors are authorised)
Postmark	Name : Postmark Support Position: Contact Details: Wildbit, LLC -2400 Market Street, No. 200, Suite 235B, Philadelphia, PA 19103	3 <sup>rd</sup> party email processing platform
Xogito	Name : Gus Spathis Position: CEO Contact Details: Gus@Xogito.com	Application Development Company
Amazon Web Services	Name : Support Position: Contact Details:	Application Cloud Hosting located in region US East 1 in Northern Va.