

## Data Processing Description

**Nature and Purpose of Processing.** ComputerTalk will process Customer Data as necessary to perform the Services pursuant to the Cloud Services Agreement, as further specified in the Documentation, and as further instructed by Customer in its use of the Services.

**Duration of Processing.** Subject to the Data Processing Agreement (DPA), ComputerTalk will process Customer Data for the duration of the Cloud Services Agreement, unless otherwise agreed upon in writing.

**Categories of Data Subjects.** Customer may submit Customer Data to the Services, the extent of which is determined and controlled by Customer in its sole discretion, and which may include, but is not limited to Personal Data relating to the following categories of data subjects:

- Prospects, customers, business partners and vendors of Customer (who are natural persons)
- Employees or contact persons of Customer's prospects, customers, business partners and vendors
- Employees, agents, advisors, freelancers of Customer (who are natural persons)
- Customer's users authorized by Customer to use the Services
- Other categories of data subjects as configured or customized by the Data Controller

**Type of Personal Data.** Customer may submit Customer Data to the Services, the extent of which is determined and controlled by Customer in its sole discretion, and which may include, but is not limited to the following categories of Personal Data:

- First and last name
- Title
- Position
- Employer
- Contact information (company, email, phone, physical business address)
- ID data
- Professional life data
- Personal life data
- Connection data
- Localization data
- Contact records for voice, chat, email or other media channel as directed by the Customer.
- Other categories of data as configured or customized by the Data Controller