

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 the customer in its use of the Services.

Duration of Processing. Subject to the *Data Processing Agreement*, 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 the 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 the customer (who are natural persons)
- Employees or contact persons of the customer's prospects, customers, business partners, and vendors
- Employees, agents, advisors, and freelancers of the customer (who are natural persons)
- Customer users authorized by the 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 the 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 channels as directed by the customer
- Other categories of data as configured or customized by the data controller