

Privacy Policy for PeterConnects Receptionist for Microsoft Teams

This Privacy Policy covers the use of all products, websites, and services (“Services”) provided by JDM Software B.V., trading under the name PeterConnects, or any other affiliate of the Workstreampeople Group¹ (“we” or “us”) in connection with and/or through the PeterConnects Receptionist functionality (collectively herein referred to as: “Application”). This document describes in detail your rights and our rights relating to the Application and (if appropriate) provision of the Services, so please review this Privacy Policy carefully.

Structure and Contact Information

This Privacy Policy is part of, and incorporates, all the definitions, terms, conditions, and remedies of the PeterConnects Receptionist for Microsoft Teams Terms and Conditions (“Terms of Use”). Your consent to the Terms of Use includes your agreement to this Privacy Policy. If you have any questions, please send your inquiries to privacy@peterconnects.com, subject: support of privacy policy. We will aim to respond to you within 30 days from receipt of the request. Capitalized terms that are not otherwise defined in this Privacy Policy have the meaning given to them in the Terms of Use. If you do not have the authority to bind your employer or other entity, or do not agree to be bound by these Terms of Use, or this Privacy Policy, do not accept them, do not use the Application.

Your Privacy and Content.

Your agreement with this Privacy Policy. Note that if you do register for or otherwise use the Application, including for evaluation purposes, you shall be deemed to confirm your acceptance of this Privacy Policy and your agreement to be a party to this binding contract. By using our Application, you acknowledge, accept and agree with this Privacy Policy that is specific for the PeterConnects Microsoft Teams Receptionist as well as our general Privacy Policy which is incorporated herein by reference. For more details please see our website. This Privacy Policy describes the types of data we collect from you in connection with the Application and how we generally use your personal data, and the legal bases we have to process your personal data. This Privacy Policy furthermore covers, without limitation, the use and treatment of the text, images, and other (personal) data you choose to input, upload, or store while using the Application (collectively, “Content”)

EU Standard Contractual Clauses. To the extent applicable, the parties will abide by the requirements of European Economic Area and Swiss data protection law regarding the collection, use, transfer, retention, and other processing of Personal Data from the European Economic Area and Switzerland. All transfers of any Content that is your personal data (“Personal Data”) out of the European Union, European

¹ Any entity which directly or indirectly controls, is controlled by, or is under common control with Anywhere365 Group B.V.

Economic Area, and Switzerland will be governed by the Standard Contractual Clauses, as designated by the European Commission, made available by us or as otherwise communicated to you.

Personal Data. You consent to the processing of Personal Data by us, and subcontractors, as provided in the Terms of Use. Before providing Personal Data to us, you will obtain all required consents from third parties (including your contacts, partners, distributors, administrators, and employees) under applicable privacy and data protection laws.

Processing of Personal Data; GDPR. To the extent we are a processor or subprocessor of Personal Data subject to the GDPR, the Standard Contractual Clauses govern that processing and the parties also agree to the following terms in this subsection ("Processing of Personal Data; GDPR"):

(1) **Processor and Controller Roles and Responsibilities.** Parties agree that you are the controller of Personal Data and we are the processor of such data, except when (a) you act as a processor of Personal Data, in which case we are a subprocessor or (b) stated otherwise in the Terms of Use or any other agreement with us. We will process Personal Data only on documented instructions from you. In any instance where the GDPR applies and you are (deemed) a processor, you warrant to us that your instructions, including appointment of Processor as a processor or subprocessor, have been authorized by the relevant controller(s).

(2) **Processing Details.** The parties acknowledge and agree that:

- (A) the subject-matter of the processing is limited to Personal Data within the scope of the GDPR;
- (B) the duration of the processing will be for the duration of your right to use the Application and until all Personal Data is deleted or returned in accordance with: (i) your instructions or (ii) the relevant provision of the Terms of Use;
- (C) the nature and purpose of the processing will be to provide the Application pursuant to the Terms of Use;
- (D) the types of Personal Data processed by the Application include those expressly identified in Article 4 of the GDPR; and
- (E) the categories of data subjects are your representatives and end users, such as employees, contractors, collaborators, and customers, and other data subjects whose Personal Data is contained within any data made available to us by you.

(3) **Data Subject Rights; Assistance with Requests.** We will make information available to you in a manner consistent with the functionality of the Application and

our role as a processor of Personal Data of data subjects and the ability to fulfill data subject requests to exercise their rights under the GDPR. We will comply with reasonable requests by you to assist with your response to such a data subject request. If we receive a request from your data subject to exercise one or more of its rights under the GDPR in connection with an Application for which we are a data processor or subprocessor, we will redirect the data subject to make its request directly to you. You will be responsible for responding to any such request including, where necessary, by using the functionality of the Application. We will comply with reasonable requests by you to assist with your response to such a data subject request.

(4) **Use of Subprocessors.** You consent to our use of the subprocessors, if appropriate and as listed at our website or as otherwise communicated by us to you. We remain responsible for its subprocessors' compliance with the obligations herein. We may update its list of subprocessors from time to time, by providing you at least 14-days notice before providing any new subprocessor with access to Personal Data. If you do not approve of any such changes, you may terminate any subscription for the affected Application by providing, prior to expiration of the notice period, written notice of termination that includes an explanation of the grounds for non-approval.

(5) **Records of Processing Activities.** We will maintain all records required by Article 30(2) of the GDPR and, to the extent applicable to the processing of Personal Data on your behalf, make them available to you upon request.