ANNEX 1
Details of the Processing

Categories of Data Subjects:	Categories of Data Subjects include: • [TO BE COMPLETED BY DATA CONTROLLER]. The specific categories of Data Subjects shall be determined by the nature of Controller's use of the Services, the Personal Data provided or made available to Processor by Controller, and through and the scope of Personal Data Processing as agreed under the terms of the Agreement and this Addendum.
Categories of Personal Data:	Relevant Personal Data includes: • [TO BE COMPLETED BY DATA CONTROLLER]
Sensitive Categories of Data, and associated additional restrictions/safeguards:	Categories of sensitive data: None. Data Controller may not upload, store or otherwise Process sensitive data per the restrictions in Section 9.2 (Acceptable Use Policy) of the Agreement. Data Processor is not liable or responsible for any sensitive data uploaded, stored, or otherwise Processed in violation of Section 9.2 of the Agreement.` Additional safeguards for sensitive data: N/A
Frequency of transfer:	Ongoing during the Term – as initiated by Data Controller in and through its use, or use on its behalf, of the Software.
Nature of the Processing:	Processing operations required in order to provide the Services in accordance with the Agreement, including but not limited to: collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of Personal Data. Specific processing activities may include data extraction, document management, data analysis, reporting, and any other operations necessary to fulfill the purposes outlined in the Agreement.
Purpose of the Processing:	Personal Data will be processed in accordance with the DPA and for the purposes described in the Agreement, including: (i) as necessary to provide and enhance the Software, including as initiated by Data Controller in its use thereof, and (ii) to comply with any other reasonable instructions provided by Data Controller in accordance with the terms of this DPA.
Duration of Processing / Retention Period:	For the period determined in accordance with the Agreement and applicable order form(s).
Transfers to (sub-)processors:	Transfers to Subprocessors are as, and for the purposes, described from time to time in the then-current list of Subprocessors available on the Subprocessor Page (as may be updated from time to time). Data Processor may subscribe to receive notifications when there are changes to the list of Subprocessor's by following the steps to subscribe to such notifications on the Subprocessor Page.