



# TERMS AND CONDITIONS FOR CISO ASSISTANT PRO SAAS

---

Version 2025-08-25

## **1 - Company information**

INTUITEM is a French limited liability company registered with the Versailles Trade and Companies Register under number 844 508 192 whose registered office is located at 8 rue des Frères Caudron, 78140 Vélizy-Villacoublay (the "**Company**").

## **2 - Company's Services**

The Company provides its customers (the "**Customer**") with cybersecurity program management services through a pragmatic approach to Governance, Risk, and Compliance (the "**Services**"). These Services are provided via the Company's CISO Assistant Pro SaaS platform (the "**Platform**") using CISO Assistant Pro software (the "**Solution**").

## **3 - Contractual documents**

The Customer may contact the Company to request a quotation (the "**Quotation**") to benefit from the Services.

In such case, the Customer must accept the Quotation in writing (including by email) within 30 days of issuance. This acceptance implies acceptance of the Terms and Conditions in their version in force at the date of the Quotation.

In case of contradiction, the Quotation shall prevail over the Terms and Conditions. In case of contradiction, the most recent Quotation shall prevail over the oldest one(s).

The Customer's potential order forms have no contractual value.

## **4 - Hierarchy with the payment service provider's terms of service**

Payments made through the Platform can be handled by the payment service provider indicated on the Platform (the "**Payment Service Provider**").

The Customer will contract directly with the Payment Service Provider for implementation of these payments by accepting its terms and conditions.

Conversely, termination of the contractual relationship between the Customer and the Company will result in termination of the Customer's contract with the Payment Service Provider.

In the event of any contradiction between the Payment Service Provider's general terms and conditions and the Terms and Conditions, the latter shall prevail.

The Customer expressly mandates the Company to transmit to the Payment Service Provider all instructions relating to payments made on the Platform.

## **5 - Conditions of access to Services**

### **(i) The Customer is:**

- a **natural person** with full legal capacity, or
- A **legal entity** acting through a natural person who has the necessary power or authority to enter into a contract on behalf of the Customer.

**(ii) The Customer is a professional**, understood as any natural person or legal entity acting for purposes within the scope of their commercial, industrial, artisanal, liberal or agricultural activity, including when acting in the name of or on behalf of another professional.

## **6 - Access to Services**

To subscribe to the Services, the Customer must contact the Company directly using the contact information provided in the "*Company information*" section. The Company will then issue a Quotation, which the Customer must accept in accordance with the provisions outlined in the "*Contractual documents*" section.

When placing an order, the Customer must provide the Company with the number of seats they require (the "**Seats**"), their preferred subdomain name (which will be used in the URL to access the service), and the email address of a designated Administrator (the "**Administrator**").

Upon registration, the Company configures a dedicated environment on the Platform for the Customer (the "**Instance**"). The Administrator will receive an invitation email containing a hyperlink to access the Instance and set up their credentials.

Once the Customer's Instance has been created, the Customer can create access credentials for Administrators and Users (collectively, the "**Users**"), in accordance with the number of subscribed Seats.

Users can be classified as follows:

- "**Contributors**", who can edit content on the Instance.
- "**Readers**", who can view content posted by Contributors on the Instance.

Only Contributors require a Seat and are invoiced in accordance with the provisions set forth in the "*Financial terms*" section.

The Customer is solely responsible for the Administrator's management of User access, the assignment of access rights, and the Users' personal use of the Instance.

## **7 - Description of the Services**

### **7.1 - Services**

Before subscribing, the Customer acknowledges that they have access to information about the characteristics and limitations of the Services, including technical constraints, as detailed on the Company's website.

The Customer understands that using the Services requires an Internet connection and that the quality of the Services depends on this connection, for which the Company is not responsible.

The Services subscribed to by the Customer are specified in the Quotation. The Company reserves the right to offer additional Services.

Any request to modify the subscribed Services must be formalized through an additional Quotation.

### **7.2 - Additional Services**

#### **7.2.1 - Maintenance**

Throughout the duration of the Services, the Customer benefits from maintenance, including both corrective and ongoing maintenance. During this process, access to the Instance may be limited or temporarily suspended.

The Company makes every effort to provide corrective maintenance to resolve any malfunctions or bugs identified on the Instance.

The Customer also benefits from ongoing maintenance, which the Company may perform automatically and without prior notice. This includes improvements to the Platform's functionalities, the addition of new features, and/or upgrades to technical infrastructure, which may involve minor or major enhancements.

#### **7.2.2 - Hosting**

The Company makes its best efforts to host the Instance, along with the data generated and/or entered on it through a professional hosting service provider. All servers are located within the European Union.

Depending on the Customer's location, hosting may be provided outside the European Union. In such cases, the Company will specify this in the Quotation.

#### **7.2.3 - Technical support**

After registration, the Administrator will receive an invitation to access the Company's support platform.

If the Customer encounters any issues while using the Services, they may contact the Company through the support platform. In case of further difficulties, the Customer can use the contact details provided in the "*Company information*" section.

Technical support is available Monday to Friday, excluding public holidays, from 9:00 AM to 6:00 PM (Paris time). Based on the identified need, the Company will assess the response time and inform the Customer accordingly.

## **8 - Duration of the Services**

The Customer subscribes to the Services for a definite term as indicated in the Quotation (the "**Period**").

The Company will contact the Customer to provide them a new Quotation about 1 month prior the end of the ongoing Period. If the Customer wishes to benefit from ongoing Services, they shall agree to the new Quotation in accordance with article "*Contractual documents*".

## **9 - Financial terms**

### **9.1 - Price of Services**

The price of the Services subscribed to by the Customer is specified in the Quotation.

Access for Contributors is limited to the number of Seats specified in the Quotation and is invoiced at the rate indicated in the Quotation.

Additional Seats may be ordered during the Period and will be billed on a pro-rata basis for the remainder of the ongoing Period.

Once a Period has started, it is payable in full.

The Company reserves the right to offer promotional discounts or price reductions at its discretion.

### **9.2 - Invoicing and payment terms**

The Company issues an invoice to the Customer on the subscription date using any appropriate means. Payment can be made via bank transfer, through the Payment Service Provider, or by any other method specified on the Platform.

The Company's invoicing and payment terms are detailed in the Quotation.

The Customer warrants that they have all necessary authorizations to use the selected payment method.

### **9.3 - Consequences of late or non-payment**

In the event of default or delay in payment, the Company reserves the right, from the day after the due date shown on the invoice, to:

- Immediately suspend ongoing Services until full payment of the outstanding amounts is received.,
- Charge interest on arrears equal to 3 times the legal interest rate, based on the sums not paid by the due date, and a flat-rate indemnity of 40 euros for collection costs, without prejudice to additional compensation if the collection costs actually incurred exceed this amount.

## **10 - Intellectual property rights**

### **10.1 - Intellectual property rights on the Platform**

The Platform and the included templates are the Company's property, as are Company's software, infrastructures, databases and content of any kind (texts, images, visuals, music, logos, brands, etc.). They are protected by all intellectual property rights or database producers' rights in force. The license granted to the Customer does not entail any transfer of ownership.

The Customer as well as the Users are granted a non-exclusive, personal and non-transferable license to use the Platform and the Included templates for the duration specified in article "*Duration of the Services*".

### **10.2 - Intellectual property rights on the Works**

While performing the Services, the Company shall create reports and works that may be protected by copyright (the "**Works**").

For the purpose of exploiting the Works, the Company hereby assigns to the Customer all copyright in the Works, including drafts, sketches and preparatory work (including if they relate to creative ideas that are not pursued).

This transfer is granted to the Customer without restriction or reserve, in full ownership, on an exclusive and final basis, the Company thus refraining from exploiting the Works itself or granting any right over them to a third party, without the Customer's written consent. It is granted for the entire legal duration of copyright protection, for the entire world and for all forms of exploitation known or unknown to date, foreseeable or unforeseeable.

The rights thus assigned include the right of reproduction and representation, in whole or in part, on all media and by all means, existing or future, foreseeable or unforeseeable, as well as the right to translate, arrange, modify, adapt and/or correct said creations, subject to respect for the author's moral rights, by the Customer alone or in collaboration with a third party. The Customer is authorized to assign or license to third parties all or part of the rights hereby assigned, in accordance with the terms and conditions it deems most appropriate. The Company shall indemnify and hold the Customer harmless from and against any and all actions, claims or demands arising out of or in connection with the creations and rights hereby assigned.

### **10.3 - Warranty**

The Company guarantees to the Customer the full and peaceful enjoyment of the license granted to it against any disturbances, claims or evictions of any kind.

It thus guarantees to the Customer that it has all the rights and authorizations necessary to grant this license and that the Solution does not contain anything that could fall within the scope of laws and regulations relating in particular to counterfeiting, competition unfair, privacy, image rights, personality rights and more generally contravene the rights of third parties.

The Company also guarantees that it has not granted and will not grant to a third party any transfer or license of exploitation or commercial use of the Solution likely to prevent or hinder the full enjoyment of the rights granted to the Customer under the Terms and Conditions.

The Company does not guarantee the list of frameworks offered on the Solution, as this list is subject to change. As such, the Company cannot be held liable if a framework is removed from the Solution, which the Customer expressly acknowledges and waives any claim for compensation on this basis.

## **11 - Commercial references**

Except in case of express refusal of the Customer, the parties may use their respective names, brands and logos, and if applicable refer to their respective platforms, as commercial references, for the duration of their contractual relationship and 3 years thereafter.

## **12 - Customer's obligations and liability**

### **12.1 - Concerning the provision of information**

The Customer undertakes to provide the Company with all the information required to subscribe to and use the Services.

The Customer acknowledges that it is solely responsible for assessing whether the security level provided by the Company is adequate for the sensitivity of the hosted data.

## 12.2 - Concerning the Customer's Instance

The Customer:

- guarantees that the information provided at subscription is accurate and undertakes to keep it up to date,
- acknowledges that this information is proof of their identity and is binding as soon as it is validated,
- Is responsible for ensuring that Users maintain the confidentiality and security of their login credentials and passwords. Any access to the Instance using these credentials is presumed to have been made by the Customer.

If the Customer becomes aware of unauthorized use of a User's credentials, they must immediately contact the Company using the contact details provided in the "*Company information*" section. The Customer acknowledges that the Company has the right to take all appropriate technical measures in response.

The Customer is solely responsible for granting Users access to the Instance and managing their access rights.

## 12.3 - Concerning the use of the Services

The Customer is responsible for their use of the Services and any information they share in this context. They are also accountable for the use of the Services and any information shared by Users. The Customer agrees to ensure that the Services are used exclusively by themselves and/or authorized Users, who are subject to the same obligations as the Customer regarding the use of the Services.

The Customer undertakes not to use the Services for purposes other than those for which they were designed, and in particular to:

- engage in any illegal or fraudulent activity,
- undermine public order and morality,
- infringe the rights of third parties in any way whatsoever,
- violate any contractual, legislative or regulatory provision,
- engage in any activity likely to interfere with a third party's computer system, in particular for the purpose of violating its integrity or security,
- promote their services and/or websites or those of a third party,
- assist or incite a third party to commit one or more of the acts or activities listed above.

The Customer also refrains from:

- copying, modifying or misappropriating any element belonging to the Company or any concepts it exploits within the framework of the Services,
- engaging in any behavior likely to interfere with or hijack the Company's computer systems or undermine its computer security measures,
- infringing Company's financial, commercial or moral rights and interests,
- marketing, transferring or otherwise giving access in any way whatsoever to the Services, to information hosted on the Instance or to any element belonging to the Company.

The Customer is responsible for content of any kind that it distributes to Users on the Instance as part of the Services (the "**Content**").

The Customer acknowledges that any Content posted on the Instance may be accessible to other Users of the Instance, including Readers. Users are authorized and managed solely by the Customer.

The Customer shall indemnify the Company against any claim and/or action that may be brought against it as a result of the breach of any of the Customer's obligations. The Customer shall indemnify the Company for any loss suffered and reimburse the Company for any sums it may have to bear as a result.

## 13 - Company's obligations and liability

The Company undertakes to provide the Services with diligence, it being specified that it is bound by a best-effort obligation.

The Company undertakes to comply with all applicable regulations.

The Company shall use its best efforts to comply with the timetable for completion of the Services indicated in the Quotation. As these deadlines are provided for guidance only, the Company shall not be held liable in the event of non-compliance.

Any delay attributable to the Customer postpones the agreed delivery date by the same duration.

### **13.1 - Concerning the quality of the Services**

The Company uses its best effort to provide the Customer with quality Services.

To this end, the Company carries out regular checks to check the operation and accessibility of its Services and may carry out maintenance under the conditions specified in article "*Maintenance*".

However, the Company shall not be held liable for temporary difficulties or impossibilities in accessing its Services resulting from:

- circumstances external to its network (including but not limited to partial or total failure of the Customer's servers),
- failure of equipment, cabling, services or networks not included in its Services or not under its responsibility,
- interruption of Services by telecom operators or Internet service providers,
- intervention by the Customer, including but not limited to incorrect configuration of the Services,
- *force majeure*.

The Company is responsible for the operation of its servers, the outer limits of which are constituted by the connection points.

Furthermore, the Company does not guarantee that the Services:

- Will be entirely free of errors, defects, or faults, as they are subject to continuous improvements and enhancements.
- Will fully meet the Customer's specific needs and expectations, as they are standardized solutions and not customized to individual requirements.

### **13.2 - Concerning the Platform service level guarantee**

The Company makes every effort to maintain 24/7 access to the Platform, except in the event of scheduled maintenance under the conditions defined in article "*Maintenance*" or in the event of force majeure.

### **13.3 - Concerning the backup of data on the Platform**

The Company shall use its best efforts to safeguard all Work, data and Content produced and/or entered by/on the Platform.

However, except in the case of proven negligence on the part of the Company, it is not liable for any loss of data during maintenance operations.

The Customer expressly recognizes that they should proceed to regular backups of Works, Content and data hosted on the Platform.

### **13.4 - Concerning data storage and security**

The Company provides sufficient storage capacity for the proper operation of the Services. However, the Customer expressly acknowledges and agrees that the Services are subject to storage limits as specified in the Quotation. Additional storage can be ordered upon request and will be billed accordingly.

The Company makes its best efforts to ensure data security by implementing measures to protect its infrastructure and the Instance, detect and prevent malicious activities, and facilitate data recovery.

In the event of a security incident, threat, or vulnerability, the Company will take all appropriate measures to mitigate its impact.

### **13.5 - Concerning subcontracting and assignments**

The Company may use subcontractors to carry out the Services, and these subcontractors are subject to the same obligations as the Company. Nevertheless, the Company remains solely responsible to the Customer for the proper performance of the Services.

The Company may substitute any person who will be subrogated in all its rights and obligations under its contractual relationship with the Customer. In such a case, the Company will inform the Customer of this substitution by any written means.

## **14 - Limitation of the Company's liability**

The sole purpose of the Services provided via the Platform is to facilitate the management of Governance, Risk, and Compliance based on data uploaded by the Customer.

The formalization of such information may contain errors or omissions or may unintentionally alter the meaning of the underlying data.

In this regard, the Customer expressly acknowledges and agrees that the information available on the Platform is provided for indicative purposes only.

The Company cannot be held liable for the accuracy of such information, as it directly depends on the data uploaded by the Customer to the Instance.

The Company strives to provide non-exhaustive but as accurate information as possible.

However, it does not guarantee that the information on the Platform is entirely accurate or up to date and encourages the Customer to verify and validate any information used. Consequently, the Customer bears sole responsibility for ensuring the validity of the information they rely upon.

The Company shall not be held liable for any misinterpretation of data provided on the Platform, nor for any errors, omissions, inaccuracies, or failure to update such information, whether due to its own fault or that of third-party partners supplying the information.

The Company's liability is limited solely to proven direct damages suffered by the Customer as a result of using the Services.

With the exception of bodily injury, death and gross negligence, and subject to having made a claim by registered letter with acknowledgement of receipt, the Company's liability shall not exceed the limit of its professional liability insurance.

## **15 - Admissible modes of proof**

Proof may be established by any means.

The Customer is hereby informed that messages exchanged via the Instance as well as data collected on the Instance and the Company's computer equipment constitute the primary means of proof, in particular to demonstrate the reality of the Services performed and the calculation of their price.

## **16 - Personal data processing**

### **16.1 - General provisions**

As part of their contractual relations, each party shall undertake to comply with the applicable regulations on personal data processing and, in particular, the General Data Protection Regulation (regulation EU 2016/679 of the European Parliament and of the Council of 27 April 2016) and the French Data Protection Act of 6 January 1978 (hereinafter referred together as the “**Applicable Regulation**”).

Each party processes personal data of contact person of the other party involved in the performance of the Terms and Conditions, as controller within the meaning of the Applicable Regulation for the purpose of managing the contractual relations between the Parties and for the duration of the Terms and Conditions. These processing are carried out for the execution of the Terms and Conditions and only identification data (in particular surname, first name, email address, telephone number) are processed by the parties.

Personal data are retained during the duration strictly necessary for the purposes of managing the business relationship between parties. The staff of the party controller of the processing, its control services (notably auditor) and its processors could have access to personal data.

The processing may result in the exercise by each party’s contact person of their rights under the Applicable Regulation.

### **16.2 - Processing of personal data by the Company as a data processor**

#### **➤ Purpose**

The purpose of this clause is to define the conditions under which the Company undertakes to carry out, on Customer’s behalf, the personal data processing operations defined below.

#### **➤ Description of the processing carried out by the Company**

As part of the Services, the Company processes personal data in the name and on behalf of the Customer as a data processor, while the Customer acts as a data controller within the meaning of the Applicable Regulation. The characteristics of the processing are described in the document called “Description of the personal data processing” (“**Personal Data Processing Form**”) completed by the Customer before any use of the Services and reproduced in Appendix 1. The Customer acknowledges that the completion of the Personal Data Processing Form is mandatory to benefit from the Services.

#### **➤ Company's obligations with respect to the Customer**

##### **- Data processing:**

Company undertakes to process the personal data only for the purposes listed in the Personal Data Processing Form and in accordance with the Customer’s documented instructions, including with regard to transfers of data outside the European Union. Where Company considers that an instruction infringes the Applicable Regulation, he shall immediately inform the Customer thereof. Moreover, if Company shall process personal data and transfer them to a third country or an international organization, according to the applicable law of the Terms and Conditions, he shall inform the Customer of that legal requirement before processing, unless that law prohibits such information on important grounds of public interest.

##### **- Security and data confidentiality:**

Company undertakes to implement the appropriate technical and organizational measures to ensure the security and integrity of personal data, their backup and the restoration of their availability in the event of a

physical or technical incident. Company ensures that the persons authorized to process the personal data hereunder have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality.

- **Sub-processors:**

Company is authorized to use processors (hereinafter "**the Sub-Processor**") listed in Appendix 2 to carry out specific processing activities. Company shall inform the Customer, in writing beforehand, of any intended changes concerning the addition or replacement of Sub-Processors as listed. This information must clearly indicate which processing activities are concerned, the name and contact details of the Sub-Processor. The Customer has a period of fifteen (15) calendar days from the date of receipt of this information to submit its legitimate and justifiable objections. In the absence of notification of objections after this period, the Customer shall be deemed to have authorized the use of the relevant Sub-Processor. In the event of Client's continuing objections, the parties shall meet in good faith and use their best efforts to discuss a resolution. Company may choose to (i) not hire the Sub-Processor or (ii) take the corrective action requested by the Customer in connection with the objections made and hire the Sub-Processor. If neither option is reasonably possible, and if Company cannot for legitimate reasons hire another processor for the intended processing, either party may terminate the Terms and Conditions upon a thirty (30) days' notice.

The Sub-Processor shall comply with the obligations hereunder on behalf of and in accordance with the Customer's instructions. Company shall ensure that the Sub-Processor provides the same sufficient warranties regarding the implementation of appropriate technical and organizational measures so that the processing meets the requirements of the Applicable Regulation. If the Sub-Processor fails to fulfil its data protection obligations, Company remains fully liable to the Customer for the Sub-Processor's performance of its obligations.

- **Transfer of personal data outside the European Union:**

Company is authorized to transfer personal data processed as part of the Terms and Conditions to countries located outside the European Union, if appropriate safeguards have been implemented as defined under Chapter V of GDPR.

- **Assistance and provision of information:**

Company undertakes to assist the Customer and to respond without undue delay to any request for information sent by the Customer whether in the context of a request for the exercise of their rights by data subjects, a privacy impact assessment, or a request made by a supervisory authority or the Customer's data protection officer.

- **Notification of personal data breach:**

Company shall notify the Customer of any personal data breach relating to the processing operations covered by the Terms and Conditions, without undue delay after becoming aware of it and to provide the Customer with all relevant information and documentation relating to such personal data breach.

- **Fate of the data:**

Company undertakes at its election to delete or return personal data at the termination of the Terms and Conditions and not to keep a copy unless Union or Member State law requires storage of the personal data.

- **Documentation:**

Company shall make available to the Customer, at the Customer's request, all information and documents necessary to demonstrate compliance with its obligations and allow for audits. The Customer may carry out audits once a year, at its own expense to verify Company's compliance with the obligations set forth in this article. The Customer will inform Company of the audit at least two (2) weeks before. Company may refuse the identity of the auditor if it belongs to a competing company. The audit shall be conducted during work hours and with the least possible disturbance for the Company's activity. The audit shall not threaten (i) technical and organizational security measures implemented by Company, (ii) security and confidentiality of data of Company's other customers, (iii) the proper functioning and organization of Company. When possible, parties will agree beforehand on the scope of the audit. The audit report will be sent to Company as so to submit comments, which will be attached to the final version of the audit report. Each audit report will be considered as a confidential information.

- **Customer's obligations with respect to Company:**

The Customer undertakes to:

1. provide Company with the personal data mentioned in the Personal Data Processing Form, except any improper, disproportionate or unnecessary personal data, and except any "particular" personal data within the meaning of the Applicable regulation, except if the processing activities justify it. In this case, the Customer will have to document these justifications and to take all measures, notably of prior information, to collect appropriate consent and appropriate security measures, appropriate for such particular data;
2. collect under its liability, lawfully, fairly and in a transparent manner the personal data provided to Company, for the performance of the Services, and in particular, to ensure the lawfulness of processing and the information due to data subjects;
3. maintain a record of processing activities carried out and more generally, comply with the principles of the Applicable Regulation;
4. ensure, before and throughout the processing, compliance with the obligations set out in the Applicable Regulation.

**17 - Force majeure**

The Company shall not be liable for any failure or delay in the performance of its contractual obligations due to *force majeure* occurring during the term of its relationship with the Client as defined in article 1218 of the French Civil Code.

If the Company is prevented from fulfilling its obligations due to *force majeure*, it must inform the Client by registered letter with acknowledgement of receipt. Obligations will be suspended on receipt of the letter and must be resumed within a reasonable time once the *force majeure* has ceased.

The Company nevertheless remains bound by the performance of obligations not affected by *force majeure*.

**18 - End of Services**

The Customer will no longer have access to their Instance once the Services have ended.

They must download any Content, Works, and data hosted on the Instance within 30 days following the termination of the Services. After this period, the data will no longer be accessible to the Customer.

**19 - Sanctions in the event of breach**

The following obligations are considered material obligations of the Customer (the "**Material Obligations**"):

- Paying the agreed price.
- Providing the Company with accurate and complete information.
- Assessing whether the Platform's security level is adequate for the sensitivity of the stored data.

- Adhering to standard rules of politeness and courtesy in interactions with the Company.
- Refraining from any illegal or fraudulent activities, including those that infringe on the rights or safety of third parties, disrupt public order, or violate applicable laws and regulations.

In the event of a breach of any of these Material Obligations, the Company may:

- suspend or terminate the Customer's access to the Services,
- delete all Content related to the breach,
- publish on the Platform any information message the Company deems useful,
- notify any competent authority, cooperate with it and provide it with any information that may be useful in investigating and punishing illegal or illicit activities,
- take any legal action.

These sanctions are without prejudice to any damages that the Company may claim from the Customer.

In the event of a breach of any obligation, the Company will request the Customer by any useful written means to remedy the breach within a maximum period of 30 days. If the breach is not remedied within this period, the Services will be terminated.

Termination of Services entails deletion of the Customer's Instance.

## **20 - Language**

In the event of contradiction or dispute as to the meaning of any term or provision, the French language shall prevail.

## **21 - Applicable law and jurisdiction**

The Terms and Conditions are governed by French law.

In the event of a dispute between the Customer and the Company, and in the absence of an amicable agreement within 2 months of the first notification, the dispute shall be submitted to the exclusive jurisdiction of the courts of Paris (France), except in the event of mandatory provisions to the contrary.

**APPENDIX 1 – PERSONAL DATA PROCESSING FORM****Description of the personal data processing carried out by Company on behalf of the Customer**

Purposes of the personal data processing	<input checked="" type="checkbox"/> Provision of the Services as described in the Terms and Conditions <input type="checkbox"/> N/A (no personal data are processed as part of the Services)																
Nature of the processing	<table border="0"><tr><td><input checked="" type="checkbox"/> Collection</td><td><input type="checkbox"/> Consultation</td></tr><tr><td><input checked="" type="checkbox"/> Recording</td><td><input checked="" type="checkbox"/> Use</td></tr><tr><td><input checked="" type="checkbox"/> Organization</td><td><input type="checkbox"/> Dissemination of otherwise making available</td></tr><tr><td><input checked="" type="checkbox"/> Structuring</td><td><input type="checkbox"/> Alignment or combination</td></tr><tr><td><input checked="" type="checkbox"/> Storage</td><td><input type="checkbox"/> Restriction</td></tr><tr><td><input checked="" type="checkbox"/> Adaptation</td><td><input type="checkbox"/> Erasure or destruction</td></tr><tr><td><input type="checkbox"/> Modification</td><td><input type="checkbox"/> N/A (no personal data are processed as part of the Services)</td></tr><tr><td><input type="checkbox"/> Retrieval</td><td></td></tr></table>	<input checked="" type="checkbox"/> Collection	<input type="checkbox"/> Consultation	<input checked="" type="checkbox"/> Recording	<input checked="" type="checkbox"/> Use	<input checked="" type="checkbox"/> Organization	<input type="checkbox"/> Dissemination of otherwise making available	<input checked="" type="checkbox"/> Structuring	<input type="checkbox"/> Alignment or combination	<input checked="" type="checkbox"/> Storage	<input type="checkbox"/> Restriction	<input checked="" type="checkbox"/> Adaptation	<input type="checkbox"/> Erasure or destruction	<input type="checkbox"/> Modification	<input type="checkbox"/> N/A (no personal data are processed as part of the Services)	<input type="checkbox"/> Retrieval	
<input checked="" type="checkbox"/> Collection	<input type="checkbox"/> Consultation																
<input checked="" type="checkbox"/> Recording	<input checked="" type="checkbox"/> Use																
<input checked="" type="checkbox"/> Organization	<input type="checkbox"/> Dissemination of otherwise making available																
<input checked="" type="checkbox"/> Structuring	<input type="checkbox"/> Alignment or combination																
<input checked="" type="checkbox"/> Storage	<input type="checkbox"/> Restriction																
<input checked="" type="checkbox"/> Adaptation	<input type="checkbox"/> Erasure or destruction																
<input type="checkbox"/> Modification	<input type="checkbox"/> N/A (no personal data are processed as part of the Services)																
<input type="checkbox"/> Retrieval																	
Categories of personal data	<input checked="" type="checkbox"/> Identification data (i.e., first name, surname, email address, phone number) <input checked="" type="checkbox"/> Data related to professional life (i.e., job title, company) <input type="checkbox"/> Economic and financial data (i.e., credit card number) <input type="checkbox"/> Other: ..... <input type="checkbox"/> N/A (no personal data are processed as part of the Services)																
Categories of data subjects	<table border="0"><tr><td><input checked="" type="checkbox"/> Employees</td><td><input type="checkbox"/> Users</td></tr><tr><td><input type="checkbox"/> Leads</td><td><input checked="" type="checkbox"/> Other: third-party employees</td></tr><tr><td><input type="checkbox"/> Customers</td><td></td></tr><tr><td colspan="2"><input type="checkbox"/> N/A (no personal data are processed as part of the Services)</td></tr></table>	<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Users	<input type="checkbox"/> Leads	<input checked="" type="checkbox"/> Other: third-party employees	<input type="checkbox"/> Customers		<input type="checkbox"/> N/A (no personal data are processed as part of the Services)									
<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Users																
<input type="checkbox"/> Leads	<input checked="" type="checkbox"/> Other: third-party employees																
<input type="checkbox"/> Customers																	
<input type="checkbox"/> N/A (no personal data are processed as part of the Services)																	
Duration of the processing	<input checked="" type="checkbox"/> Duration of the Terms and Conditions <input type="checkbox"/> N/A (no personal data are processed as part of the Services)																

**APPENDIX 2 – LIST OF AUTHORIZED SUB-PROCESSORS**

<b>Sub-Processor(s) authorized</b>	<b>Processing activities sub-processed</b>	<b>Localization of the processing</b>	<b>Appropriate safeguards implemented in case of transfer of personal data outside the EU</b>
OVH	cloud hosting	European Union	N/A
Scaleway	cloud hosting	European Union	N/A
Outscale	cloud hosting	European Union	N/A
Atlassian	Support tool	European Union	N/A
SendGrid	Emailing tool	European Union	N/A