

Collaboration Security Service Processing Details

Capitalized terms used herein shall have the meanings ascribed to them in the data processing terms entered into between Mimecast and its customers.

1. LIST OF PARTIES

Data exporter(s) - Controller: *[Identity and contact details of the data exporter(s), including any contact person with responsibility for data protection, including, where applicable, of its/their data protection officer and/or representative in the European Union]*

Name: The relevant customer entity, as identified in the relevant ordering document, who, acting as Data Controller, transfers the Personal Data to Mimecast

Address: Addresses are specified in the relevant ordering document

Contact person's name, position, and contact details: Customer contact details are specified in the relevant ordering document

Activities relevant to the data transferred: See section B (Description of Transfer) below.

Role (controller/processor): Controller

Data importer(s) - Processor: *[Identity and contact details of the data importer(s), including any contact person with responsibility for data protection]*

Name: The relevant Mimecast Entity, as identified in the relevant ordering document, who, acting as Data Processor, agrees to receive Personal Data from the Data exporter

Address: Addresses are identified in the relevant ordering document

Contact person's name, position, and contact details: Michael Paisley, Data Protection Officer, DPO@mimecast.com

Activities relevant to the data transferred: See section B (Description of Transfer) below.

Role (controller/processor): Processor

2. DESCRIPTION OF TRANSFER

Categories of Data Subjects

Personal Data stored and processed in the provision of Mimecast Services may include data related to the following categories of Data Subjects:

- Employees, freelancers and contractors of the Data Controller;
 - Permitted Users and other participants from time-to-time to whom the Data Controller has granted the right to access the Services in accordance with the Agreement;
 - End user customers of Customers of the Data Controller and individuals with whom those end user customers communicate by email and/or other messaging or collaboration platform;
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- Service providers of the Data Controller; and/or
- Other individuals to the extent identifiable in the content of emails, other messaging services, their attachments, or in archiving content.

Categories of Personal Data

The Personal Data processed concern the following categories:

- Personal details (e.g., names, user names, passwords, email addresses and/or IP addresses);
- Personal Data derived from the use of the Services such as records and business intelligence information;
- Personal Data within email and/or messaging content which identifies, or may reasonably be used to identify, Data Subjects; and/or
- Personal Data included within metadata including, but not limited to, the following fields: sent, to, from, date, time, subject, URL, and/or IP address

Special Categories of Data (If Appropriate): The Personal Data Processed concern the following special categories of data: No sensitive data or special categories of data are intended to be Processed but may be contained in the content of or attachments to email, files, and/or other messages. The extent of Personal Data processed through the Services are determined and controlled by the Customer.

The frequency of Processing (e.g., whether the data is processed on a one-off or continuous basis).

Continuous and ongoing

Nature and Purpose of the Processing

The Personal Data Processed will be subject to the following basic Processing activities:

Provision of Services. Personal Data will be Processed in accordance with Data Controller's Instructions.

Support. Technical support, issue diagnosis and error correction to ensure the efficient and proper running of the systems and to identify, analyze and resolve technical issues both generally in the provision of the Services and specifically in answer to a customer query. This operation relates to all aspects of Personal Data Processed but will be limited to metadata where possible by the nature of any request.

Threat Detection. As part of the Services, Mimecast Processes certain data reasonably identified to be malicious, including, without limitation, data which may perpetuate data breaches, malware infections, cyberattacks or other threat activity (collectively, "Threat Data"). Mimecast Processes Threat Data primarily through automated processes and may share limited Threat Data with third parties within the cybersecurity ecosystem for the purpose of improving threat detection, analysis and awareness. Threat Data is not Customer Data but may include Personal Data.

Development and Improvement of Services. Primarily through automated processes designed to develop and improve our machine learning algorithms within Services, Mimecast Processes certain data that describes and/or gives information about customer data. "Machine-Learning Data" includes but is not limited to metadata, files, URLs, derived features, and other data. These machine-learning algorithms are hosted by Mimecast and/or Third-Party Subcontractors. The output of these machine learning algorithms is owned by Mimecast. Mimecast does not

share Machine-Learning Data with Third Parties.

URL scanning for the purposes of the provision of targeted threat protection and similar service which may be provided under the Agreement. This operation relates to attachments and links in emails and/or messaging and will relate to any Personal Data within those attachments or links which could include all categories of Personal Data.

Duration of the Processing

The Customer Data Processed by Data Processor will be Processed for the duration of the Agreement.

Although not Personal Data, Mimecast also processes certain aggregated data derived from the Services, including usage data, such as utilization statistics, reports, logs and information regarding spam, viruses and/or other malware ("Aggregated Usage Data"). Mimecast owns all Aggregated Usage Data.
