



Data Processing Agreement

between

SoSafe GmbH

Lichtstr. 25a

50825 Köln

and

hereafter: **Client**

hereafter: **Contractor**

Version 2.3, updated 27.04.2023

Contents

Contents.....	1
1. Introduction, purview, definitions	3
2. Object and duration of processing.....	3
2.1 Object.....	3
2.2 Duration	4
3. Type and purpose of retrieval, processing, and use	5
3.1 Purpose of processing.....	5
3.2 Type of data	5
3.3 Categories of data subjects	7
4. Obligations of the Contractor	7
5. Technical and organizational measures	8
6. Regulation on the correction, deletion, and blocking of data.....	8
7. Subcontracting	9
8. Rights and obligations of the Client.....	10
9. Notification obligations	11
10. Instructions.....	11
11. Data subject requests	12
12. Compensation.....	12
13. Liability	12
14. Special right of cancelation	12
15. Miscellaneous	12
Annex 1 – Technical and organizational measures	14
1. Anonymization	14
2. Encryption.....	14
2.1 Data in transfer.....	14

2.2	Data at rest.....	14
2.3	Data in use.....	14
3.	Confidentiality.....	15
3.1	Access control.....	15
3.2	Digital access control.....	15
3.3	Internal access control	15
3.4	Forwarding control.....	15
3.5	Deletion of data	16
3.6	Separation control.....	16
4.	Integrity	16
5.	Availability	16
5.1	Ensuring availability.....	16
5.2	Purpose limitation.....	17
6.	Durability of systems	17
7.	Reproduction following incident.....	17
8.	Regular assessment of technical and organizational measures	17
	Annex 2 – Approved subcontractors.....	18
	• Amazon Web Services EMEA SARL (Amazon Web Services, Inc. as the contractual party of the EU standard contractual clauses)	18
	• Hetzner Online GmbH	18
	• meerfarbig GmbH & Co KG	18
	• salesforce.com Germany GmbH	19
	• Microsoft Ireland Operations Ltd.....	19
	Annex 3 – Persons authorized to issue instructions	21

1. Introduction, purview, definitions

- (1) This Data Processing Agreement concerning order-specific processing of personal data (hereafter: **"Contract"**) regulates the rights and obligations of the Client and Contractor with regard to the processing of personal information for purposes of an order.
- (2) This Contract applies to all activities for which the Contractor or subcontractors appointed by the Contractor process personal information of the Client.
- (3) Terms used in this Contract are defined in accordance with their definition in the EU General Data Protection Regulation (hereafter: **"GDPR"**).
- (4) The specific rendering of services (as well as the necessary retrieval, processing, and use of personal data) is based on the contract formed between the parties concerning the rendering of awareness-building services (hereafter: **"Main Contract"**).

2. Object and duration of processing

2.1 Object

For purposes of its rendering of services, the Contractor in particular performs those activities for which personal information is processed (an exhaustive list can be found in the Main Contract):

- (1) Conducting anonymous phishing simulations

Sending phishing mails:

- Based on the employee email addresses and employee names (hereafter: **"Users"**) provided by the Client, the Contractor sends a defined number of email templates throughout a defined period of time.
- The email templates are personalized, i.e., they contain a personal address with the respective name of the user in order to simulate a realistic phishing attack.
- If desired by the Client, this service can be rendered in a more nuanced manner with additional categorizational criteria (e.g., organizational unit, location, status as a member of management). However, the groupings of recipients/users resulting from these categorizational criteria must always include at least five (5) persons.
- Each individual email also contains an identical link to an invisible image file (tracking pixel) that is downloaded when the email is opened.

Feedback to users when using learning pages via browser:

- The email templates each contain a unique, template-specific link (albeit identical for all the Client's users) that leads to a learning page hosted on a web server of the Contractor.
- Upon clicking on the link, the users are directed to the learning page and the respective email (without personalized address) is presented with an explanation of how it can be recognized as a phishing mail.

Use of the Phishing Report Button:

- An add-on for various email programs (such as Microsoft Outlook) can be optionally installed, with which users can report suspicious emails. If the respective email is from the simulation, the click is counted in the reporting rate of the evaluation, which is in turn recorded by the Contractor. This is anonymized and no personal information is recorded. If the email is not from the simulation, it is forwarded to an email addressed specified by the Client. In this case, no feedback or data flow are forwarded to the Contractor.

(2) Provision of an e-learning platform:

- Users can register for the e-learning portal on the Contractor's platform with their work email address at <https://elearning.sosafe.de/registration> and gain access to all e-learning modules available to them or provided by the Client. A short quiz can be taken in each module. A result is determined based on the answers (based on number of correct answers). This quiz can be repeated indefinitely.
- Alternatively, the e-learning modules can be provided to the Client as SCORM files to facilitate integration into an existing learning management system.

(3) Provision of an evaluation (Reporting Dashboard):

- The open, reply, input, and click rates (overall and per any defined grouping by categorizational criteria, see item 2.1 (1)) can be determined based on the total number of sent emails. This information is provided to the Client via an evaluation portal – however, personalized tracking is not possible as each organizational unit must include at least five (5) persons.
- If the Contractor's platform is used for e-learning, registration rates, module progress, and results of the e-learning quizzes are recorded for the individual users and (unless otherwise agreed) reported to the Client.
- When using the Phishing Report Button, the total and categorized report rate (i.e., how many emails from the simulation have been identified by users as phishing attempts) is also determined and reported to the Client.

2.2 Duration

The duration of processing by the Contractor depends on the duration of the Main Contract. The processing and this Contract on order-specific processing thus end when the Main Contract ends, provided there are no continuous obligations stemming from the terms of this Contract on order-specific processing or this Contract is not ended prematurely. The obligations from this contract beyond the order-specific processing apply for the respective period in the event that an "old" Main Contract is superseded or amended by a "new" Main Contract, with similar data protection requirements, associated with this Contract on order-specific processing, and processing of personal information is thus transitionally continued in the absence of a Main Contract. Uninterrupted processing for the order by the Contractor is agreed, unless the Parties regulate

otherwise in the "superseding" or "amended" Main Contract. The duration of the processing is then based on the "superseding" or "amended" Main Contract.

3. Type and purpose of retrieval, processing, and use

3.1 Purpose of processing

The processing serves the following purpose: The Client is to be enabled to render the awareness building services purchased by the Contractor for the users.

3.2 Type of data

The following personal information is obtained and processed (according to the service specified in the Main Contract):

- (1) Sending the phishing emails
 - First and last names of users
 - Academic level (optional)
 - Work email addresses of users
 - Sex of users (optional)
 - Assigned user groups (e.g., organizational unit, location, role) of the Client
 - Further categorizational criteria if required (see section 2.1)
 - Language of users
 - Browser/browser version and platform of users
 - Participation in awareness building (= no opt-out as per section 3.3)

These data are stored in a secured database (see Annex 1) for purposes of personalized sending. After completion of the services of the Main Contract, these data are irrevocably deleted (as per section 6 and Annex 1).

- (2) Feedback for users of learning pages on the Internet
 - Visiting learning pages (without further data points such as IP addresses or geo-location data – these are either not retrieved or are deleted from the server log data via a regular mechanism)
 - Number of tool tips/hint texts viewed
 - Optional feedback evaluation or feedback free text

(3) E-learning platform

When registering on the e-learning platform and for continued use thereof:

- First and last name of the user
- Work email address of the user
- Language of the user
- Sex of the user

- Completion status of the individual e-learning modules per user
- Results of the module quizzes per user

For purposes of feedback to the Client:

- Names of registered users
- Completion status of all modules (aggregate)
- Average quiz result or percent accuracy of answers of quizzes (aggregate)
- Completion status of all modules per user
- Quiz value or percent accuracy of answers of quizzes per user (optional)

(4) Escalation Manager

If the Client has booked the Escalation Manager feature, the following personal information is obtained and processed. For escalation purposes it is also sent to the Client:

- First and last names, work email addresses, and assigned user groups of Client's users
- Individual completion status of all modules
- Deadline of the campaign
- Information whether the user has created an account or not (yes/no)
- Information if the user is new in training (user has registered in the last 90 days: yes/no)

(5) Server logs

The following technical information is stored in server logs for twelve (12) weeks to maximum six (6) months:

- IP addresses
- User agent
- URL visited
- Time

(6) Mail logs

The following technical information is stored in server logs for twelve (12) weeks:

- Email address
- Sender
- Receiving email server
- Time

3.3 Categories of data subjects

Data subjects are, unless otherwise defined in the Main Contract, all users specified for participation by the Client. The Client is free to facilitate non-participation for individual users via an opt-out process.

4. Obligations of the Contractor

- (1) The Contractor processes personal information solely as contractually agreed or as instructed by the Client, unless the Contractor is legally obligated to conduct certain processing pursuant to Art. 28 para. 3 a) GDPR. If the Contractor is bound to such obligations, the Contractor shall notify the Client of these in advance of the processing, unless the Contractor is legally prohibited from such disclosure. The Contractor shall immediately notify the Client if the Contractor believes that an instruction violates the applicable laws. The Contractor may suspend the implementation of the instruction until it has been confirmed or altered by the Client. Furthermore, the Contractor shall not use the data provided for processing for any other purposes other than those contractually agreed.
- (2) The Contractor is obligated to strictly adhere to confidentiality during the processing.
- (3) The Contractor ensures that the employees and other persons in charge of processing the data are prohibited from processing the data in any manner other than as instructed. Furthermore, the Contractor ensures that the persons authorized to process the data are bound to confidentiality or are subject to a reasonable, legal confidentiality obligation. The confidentiality/secrecy obligation remains in effect after the order has been completed.
- (4) The Contractor ensures that the internal organization is configured in a manner appropriate for the special requirements of data protection, and that persons appointed by the Contractor for processing have been instructed in the relevant requirements of data protection and this Contract before commencing processing. Corresponding training and sensitization measures must be regularly reviewed in a suitable manner. The Contractor ensures that the persons appointed to process orders are continuously and suitably instructed and supervised with regard to the fulfillment of the data protection requirements.
- (5) In relation to the commissioned processing, the Contractor must assist the Client in the creation and continued management of the record of processing activities as well as in assessing the results of the data processing to the necessary extent, and in particular must retain all necessary information and documentation and forward these to the Client as quickly as possible, and within reasonable bounds, upon request.
- (6) If the Client is subjected to monitoring by supervisory authorities or other entities, or if data subjects assert their rights to the Client, the Contractor is obligated to assist the Client to the necessary extent provided the order-specific processing is concerned.
- (7) The Contractor may only render disclosure to third parties or data subjects with prior consent from the Client. The Contractor will immediately forward to the Client any requests submitted directly to the Contractor. The Contractor must directly and immediately respond to any requests from supervisory authorities. However, the Contractor must also immediately notify

the Client of this provided the order-specific processing of personal information of the Client is hereby affected.

- (8) The contact information of the appointed data protection officer is always stored in the privacy policy on the website of the Contractor at <https://www.sosafe.de/datenschutz>.
- (9) The order-specific processing occurs solely within the EU. Any relocation to a third country is only possible with consent from the Client and in accordance with the conditions in Chapter V of the GDPR as well as with adherence to the terms of this Contract.

5. Technical and organizational measures

- (1) The data security measures specified in Annex 1 are binding. They define the minimum accepted by the Contractor. The description of the measures must be so detailed that a knowledgeable third party should be able to determine with certainty what the accepted minimum should be based on the description alone.
- (2) The data security measures can be adjusted according to the further technical and organizational development, whereby software updates by the manufacturer are also included, as long as the level of security agreed herein is at least fulfilled. The Contractor must immediately implement any changes required to ensure information security. Changes must immediately be reported to the Client.
- (3) If the security measures concerned do not or no longer meet the needs of the Client, the Contractor shall immediately notify the Client of this.
- (4) Copies or duplicates are not created without the Client's knowledge. This excludes technically required, temporary duplications, provided this does not impair the level of data protection agreed herein.
- (5) The Contractor regularly renders verification of its obligations, in particular the full implementation of the agreed technical and organizational measures as well as the efficacy thereof. The verification must be presented to the Client on request. This verification can be rendered via agreed codes of conduct or an agreed certification process.

6. Regulation on the correction, deletion, and blocking of data

- (1) The Contractor will only correct, delete, or block personal data processed for order-specific purposes in accordance with the contractual agreement or as instructed by the Client, provided such is included in the parameters of the instructions. The admin interface makes it possible for the customer to modify or delete the end users' data. The Contractor is only secondarily obligated to provide assistance with regard to the correction, deletion, or blocking via the admin interface.
- (2) The Contractor will always abide by the instructions issued by the Client, even after this Contract has ended.
- (3) Upon the end of this Contract relationship, or at any time at the Client's request, the Contractor must either destroy the data subjected to order-specific processing in a manner compliant with data protection or return these to the Client. The Client selects which option is to be chosen. All

copies of the data must also be destroyed. This destruction must be conducted such that it is not possible to reproduce even residual information with reasonable effort.

- (4) The Contractor is obligated to induce immediate return or deletion by subcontractors as well.
- (5) The Contractor must render verification of proper destruction. When all the Client's data are deleted (client deletion from the SoSafe Management Software), a deletion report is generated that documents the time and scope of the deletion. This deletion report shall immediately be presented to the Client upon request.
- (6) The Contractor has no right of retention to materials and work results.
- (7) Documentation that serves to verify proper data processing must also be retained by the Contractor in accordance with the respective retention periods, including beyond the end of the Contract period. The Contractor may provide this documentation to the Client upon the end of the Contract period.

7. Subcontracting

- (1) The employment of subcontractors by the Contractor is only permitted with consent from the Client. This consent is considered granted for the subcontractors specified in Annex 2. The appointment or change of another subcontractor by the Contractor must be reported to the Client in writing or text form before the appointment. The Client then receives 14 calendar days, beginning with the submission of the documents to be examined, to appeal against this appointment in the event of compelling cause. Compelling cause in particular is present when there are objective indications that the subcontractor is not capable of fulfilling the data protection and contractual requirements. In the event of a justified appeal, the Contractor may decide not to employ the subcontractor. If the Contractor decides to employ the subcontractor despite the justified appeal by the Client, the Client has seven (7) calendar days after becoming aware of the circumstances (employment of the subcontractor in spite of appeal) to exercise a special right of cancellation of this agreement without notice. After 14 days have passed without appeal, the consent is considered granted.
- (2) The employment of subcontractors as additional (sub-)contractors to fulfil the Contractor's services is only possible if the subcontractor has at least been bound to data protection obligations that are comparable to those specified in this Contract, and that the level of data protection is at least met. Upon request the Client receives insight into the relevant Contract components between the Contractor and subcontractor.
- (3) It must be possible for the rights of the Client to be effectively exercised relative to the subcontractor. In particular, the Client must be authorized at any time to conduct monitoring of subcontractors, or allow such monitoring by third parties, in the scope specified herein.
- (4) The Contractor's and subcontractor's responsible parties must be clearly demarcated from each other.
- (5) The Contractor carefully selects the subcontractor with special consideration of the suitability of the technical and organizational measures taken by the subcontractor.
- (6) The employment of subcontractors who do not exclusively conduct order-specific data processing within the EU or the EEA is only possible in accordance with the conditions listed in section 4 (9) of this Contract. In particular, it is only permissible if and as long as the

subcontractor makes appropriate data protection guarantees. The Contractor shall notify the Client of the specific data protection guarantees offered by the subcontractor, and how to obtain verification of this.

- (7) The Contractor must regularly and reasonably assess adherence to the subcontractor's obligations. The assessment and results thereof must be thoroughly documented such that they are comprehensible to a knowledgeable third party. The documentation must be submitted to the Client on request.
- (8) If the subcontractor fails to meet their data protection obligations, the Contractor is liable for this to the Client.
- (9) Upon finalization of this Contract, the subcontractors specified in Annex 2 with their name, address, and services are employed to process personal information in the respective scope mentioned therein, and are accepted by the Client. The other obligations of the Contractor to the subcontractors specified herein remain unaffected.
- (10) Subcontracting services in accordance with this Contract only include those services directly pertaining to the rendering of the main service. Auxiliary services, such as telecommunication services or user services (unless owed as per the Main Contract) are not included. The Contractor's obligation to ensure adherence to data protection and data security in these instances remains unaffected.

8. Rights and obligations of the Client

- (1) The Client is solely responsible for adhering to the legal provisions of the data protection laws, in particular the legality of data disclosure to the Contractor and of data processing and preserving data subject rights, provided these concern the responsible party.
- (2) The Client issues all orders, sub-orders, or instructions, as well as changes, supplements, or replacements thereof in written or an electronic format (text form). In cases of particular urgency, verbal instructions can be issued. Verbal instructions must immediately be confirmed in writing or text form by the Client.
- (3) The Client shall immediately notify the Contractor if it discovers errors or discrepancies during the assessment of the processing results or with regard to the data protection requirements.
- (4) The Client is authorized to reasonably monitor (or commission the reasonable monitoring of) adherence to the data protection regulations and requirements of the contractual agreements with the Contractor, in particular by obtaining information and viewing the stored data and data processing programs, as well as other on-site inspections. The Contractor must grant access and insight to the monitoring persons as necessary. The Contractor is obligated to issue the necessary information, demonstrate processes, and render verification required for monitoring. If a third party is conducting the inspection, this third party must be bound to data and secret protection as described in section 7 of the SoSafe Terms and Conditions.
- (5) Inspections on the Contractor's premises must not result in any avoidable impairments of its business operations. Unless otherwise induced by urgent reasons that the Client must document, inspections must only be conducted following a reasonable notice period and during the Contractor's hours of operation, and not more often than every twelve (12) months. If the Contractor renders verification of the proper implementation of the agreed data protection

obligations, inspection shall be limited to random sampling. If the inspector appointed by the Client is in competition with the Contractor, the Contractor has the right to appeal this.

9. Notification obligations

- (1) The Contractor shall immediately notify the Client of violations of the security of personal information. Justified instances of suspicion must also be reported. This reporting must be rendered no later than 24 hours after the Contractor has become aware of the relevant incident, and directed to a party specified by the Client. It must contain at least the following information:
 - a. a description of the type of violation of the security of personal information, if possible with specification of the categories and approximate number of affected personal data sets;
 - b. the name and contact information of the data protection officer or other contact for further information;
 - c. a description of the likely consequences of the violation of the security of personal information;
 - d. a description of the measures taken or suggested by the Contractor to remedy the violation of the security of personal information and, if applicable, measures for alleviating any potentially negative consequences thereof.
- (2) Significant disruptions to the rendering of services, and violations by the Contractor or its employees against data protection regulations or the determinations made in this Contract, must also immediately be reported.
- (3) The Contractor shall immediately notify the Client of inspections or measures by supervisory authorities or other third parties, provided these pertain to the order-specific processing.
- (4) The Contractor ensures that it shall support the Client to the necessary extent with its obligations pursuant to Art. 32-36 GDPR.

10. Instructions

- (1) The Client reserves a comprehensive right of instruction for purposes of order-based processing.
- (2) The Client and Contractor appoint the sole persons authorized to issue and receive instructions in Annex 3.
- (3) In the event of a change in or long-term inability of these appointed persons, the other party must immediately be notified of successors or representatives.
- (4) The Contractor must notify the Client if it believes that an instruction issued by the Client violates legal regulations. The Contractor is authorized to suspend the rendering of the respective instruction until it has been confirmed or altered by the responsible party representing the Client.
- (5) The Contractor must document instructions issued to it and the rendering thereof.

11. Data subject requests

If a data subject contacts the Contractor with a claim concerning data subject rights as per Art. 12 GDPR, the Contractor will refer the data subject to the Client if assignment to the Client is possible according to the statements made by the data subject. The Contractor immediately forwards the data subject's request to the Client. The Contractor assists the Client as instructed and as agreed.

12. Compensation

The Contractor's compensation is definitively regulated in the Main Contract. There is no separate compensation or reimbursement of costs for purposes of this Contract.

13. Liability

The terms of the GDPR, in particular Art. 82 GDPR, and Art. 28 para. 4 sentence 2 GDPR in the event of use of a subcontractor, apply.

14. Special right of cancelation

- (1) The Client can cancel this Contract at any time without adherence to a term ("cancelation without notice") in the event of a grave violation against data protection regulations by the Contractor, or if the Contractor denies the Client's monitoring rights in violation of the Contract.
- (2) In particular, a grave violation has occurred if the Contractor does not fulfil or has not sufficiently fulfilled the obligations defined in this Contract, in particular the agreed technical and organizational measures.
- (3) In the event of grave violations, the Client grants the Contractor a sufficient remedy period. If remedy is not rendered in a timely fashion, the Client is authorized to cancel this Contract without notice as described in this section.

15. Miscellaneous

- (1) Both parties are obligated to treat with confidentiality all knowledge of trade secrets and data protection measures of the respective other party obtained due to the contract relationship, including beyond the end of the Contract period. If there is any doubt as to whether a piece of information is subject to the confidentiality obligation, it must be treated as confidential until written approval by the other party has been rendered.
- (2) Should the any of the Client's property in the Contractor's possession be endangered due to third-party measures (e.g., via pledge or confiscation), insolvency or conciliation proceedings, or other events, the Contractor must immediately notify the Client. The Contractor will immediately notify all concerned responsible parties that the sovereignty and ownership of the data lie solely with the Client as the "responsible party" in accordance with the GDPR.

- (3) Written form pursuant to § 126 BGB is required for changes to this Contract, collateral agreements, and declarations made in this Contract, to which end emails also fulfill this written form requirement.
- (4) Appeal of the right of retention pursuant to § 273 BGB is ruled out with regard to the data subjected to order-specific processing and respective data storage media.
- (5) Should individual components of this agreement be invalid, the validity of the reminder of the agreement is not affected.
- (6) The laws of the Federal Republic of Germany apply.

Signatures

Place, date:

Cologne, on

Client

Contractor

Annex 1 – Technical and organizational measures

The technical and organizational measures for ensuring data protection and data security, which the Contractor must at least establish and continuously uphold, are defined below. The goal in particular is the guarantee of confidentiality, integrity, and availability of the information subject to order-specific processing.

1. Anonymization

Personal information is not retrieved for purposes of the execution and processing of the Phishing Simulation. None of the behavioral data (e.g., clicks on links in the simulated phishing emails) are associated with personal information, but rather assigned randomly generated codes and stored in conjunction with these codes. This anonymization is automatically performed by the system (privacy-by-design approach).

2. Encryption

2.1 Data in transfer

All data transfers (both between the Client and the Contractor as well as between all employees of the Contractor) are encrypted in accordance with the recommendations for encryption from BSI. With the integration of AWS, we will be applying the recommended ELBSecurityPolicy-2016-08 from AWS predefined SSL security policies. This includes TLS 1.2 with SHA 256, ECDHE key exchange and ECDSA for authentication with AES 128 for encryption as a minimum requirement.

2.2 Data at rest

All personally identifiable Client and user data (e.g., user email addresses) are encrypted when stored in protected databases (authorization system, password policy with the aforementioned attributes, SSH certificate, access only possible via the internal IP area). Block storage encryption is used for data at rest using AWS SYMMETRIC_DEFAULT_Policy. This represents AES-256-GCM symmetric algorithm which is an industry standard for secure encryption. Data encrypted under AES-256-GCM is protected now and in the future as it is considered quantum resistant.

2.3 Data in use

The Contractor's solution concerns a pure cloud application with which the front end on the end user's computer is operated. This offers no possibility for encryption.

3. Confidentiality

3.1 Access control

The Contractor's office spaces are only accessible with the respective keys or transponders with matching security locks. The issuance of keys and transponders is documented and countersigned by the Contractor's management. Furthermore, there is in these spaces a reception or permanently present employees who ensure further access control. Video monitoring of all access points is also present.

3.2 Digital access control

There are specific requirements for the issuance of passwords (randomly generated, at least twelve (12) (usually longer where we use password managers) characters long, upper and lower case, numbers, and special characters) for all systems in which personal information is processed. These requirements are directly implemented in the systems via technical measures. It is ensured that all authorized persons are informed that passwords must be stored securely and must not be disclosed to other parties. The appointed persons are instructed to only use unique passwords, i.e., passwords that the user does not use in any other (especially personal) systems. All clients are timed out after no more than five (5) minutes of inactivity. All clients possess an individual antivirus and firewall software with an automatic update function.

Two-factor authentication is used to ensure authorized access to server systems that process personal information. A hardware and software firewall is also used to secure the Contractor's company network, and the Contractor possesses a network and network zone concept. Mobile device management software is used, and VPN technology is employed for external access to the Contractor's company network.

3.3 Internal access control

Access to both the database systems and the application management system is granted on a need-to-know basis, i.e., the IT administrator issues the user rights as necessary only to those employees entrusted with the administration of campaigns. Every instance of internal access to the database systems is documented and regularly inspected by the IT administrator. This documentation is saved in a non-editable format. This comprises documentation of the granted authorizations. The authorizations for productive, testing, development, and administrative systems are granted separately.

3.4 Forwarding control

Data traffic with personal information is minimized and limited to the extent required to render the service. On the Contractor side, only the responsible project managers and IT administrators have access to the personal information.

A remote work regulation is in place. Personal information is processed in the front end of the SoSafe Management Software. All data transfers (both between the Client and the Contractor as well as between employees of the Contractor) to the SoSafe Management Software are https-encrypted via AES 256bit following our data in transit encryption definitions. Access to the databases is documented and regularly inspected by the IT administrator. Direct database access is only possible in the local company network of the Contractor, or via VPN when working remotely. All WiFi networks are encrypted with WPA2. No physical, external data storage media are used for business operations.

The Contractor's employees are bound to the prohibition on the betrayal of trade and business secrets as per the Trade Secret Act (Geschäftsgeheimnisgesetz) as well as the purpose limitation and confidentiality obligation as per § 78 para. 1 SGB X.

A bring-your-own-device (BYOD) regulation is in place. However, the Client's personal information that this Contract concerns is not stored on the Contractor's employees' private devices. The private devices (smartphones) solely serve the purpose of internal and external communication via email and collaboration tool (Microsoft Teams). The processing of the personal information concerned here is solely conducted via company devices (laptops and servers) to which the technical and organizational measures for data protection described herein apply.

3.5 Deletion of data

There is a standard process for deleting personal information, adherence to which is assessed by both the IT administrator as well as the responsible key account manager. Protective Class P4 as per DIN 66399 applies to the destruction of physical data.

3.6 Separation control

There is a separation of productive, testing/development, and administration systems. Database rights have been defined and there is a logical separation of clients in the software.

4. Integrity

Access to the databases of the productive systems is logged and saved for twelve (12) months.

5. Availability

5.1 Ensuring availability

A disaster recovery plan is available. We have a business continuity management plan in place. This is described in a business continuity management policy which is based on ISO 22301:2019 Business Continuity Management to maintain continuity of business process to operational status based on Minimum Business Continuity Output (MBCO).

5.2 Purpose limitation

There are order-specific data processing contracts with all service providers. All employees of the Contractor are continuously and comprehensively trained (seminars, e-learning, and interactive formats like quizzes) on the data protection requirements as well as fundamental information security topics.

6. Durability of systems

The productive systems and servers are continuously monitored by the service provider (see Annex 2) in order to ensure constant availability.

7. Reproduction following incident

The servers and productive systems are continuously ensured every day via full back-up. The back-ups are encrypted and stored on separate server systems of the service provider. Access is granted to the Contractor's administrators. Each back-up is stored for 28 days.

8. Regular assessment of technical and organizational measures

An employee of the Contractor is appointed to be responsible for incident response management. For purposes of continuous improvement of the Contractor's information security, the technical and organizational measures for ensuring data protection and data security are continuously monitored, examined, and improved by the Contractor's management.

Annex 2 – Approved subcontractors

- Amazon Web Services EMEA SARL (Amazon Web Services, Inc. as the contractual party of the EU standard contractual clauses)

38 avenue John F. Kennedy, L-1855, Luxemburg

Providing the API interface and database system, hosting of all Awareness Building Services.

We have taken the following measures to protect the data:

- Storage and processing of all data in certified data centers in Germany (Frankfurt a.M.).
 - Encryption of all customer data using a master key generated by Processor, so that neither AWS nor any other third party can access customer data, either inside or outside the EU / EEA.
 - Conclusion of a data processing agreement as well as the conclusion of the EU standard contractual clauses ((EU) 2021/915, 4.6.2021, module 2 and 3), incl. numerous obligations of AWS on handling and transparency in case of potential authority requests.
 - Transfer Impact Assessment (TIA) conducted by an external data protection expert.
 - Data protection expert opinion on Processor's use of AWS, which can be provided upon request.
- Hetzner Online GmbH

Industriestr. 25, 91710 Gunzenhausen

Use of mail services for the Phishing Simulation from SoSafe GmbH. If explicitly agreed with the Controller individually: Provision of the API interface.

ISO27001 certificate for datacenters: https://www.hetzner.de/pdf/FOX_Zertifikat.pdf

- meerfarbig GmbH & Co KG

Kruppstr. 105, 60388 Frankfurt am Main, or subcontracting:

- The Infrastructure Company GmbH under the naming "Servercow"
Parkstrasse 42, 47877 Willich

Use of mail services for the Phishing Simulation from SoSafe GmbH.

The datacenter operated by diva-e datacenters GmbH (formerly Accelerated IT Services GmbH; also Kruppstr. 105, 60388 Frankfurt am Main) where the mail servers are located is ISO27001-certified by the TÜV Saarland. SoSafe GmbH has verification of this and it can be presented upon request.

- salesforce.com Germany GmbH

Mail: Salesforce.com Sarl, Route de la Longeraie 9, Morges, 1110, Switzerland, attn: Director, EMEA Sales Operations, Legal Department: Erika-Mann-Strasse 31-37, 80636, Munich, Germany

Provision of support software (Customer Service Cloud) for customer service (support form or email to support@sosafe.de). This provider is only relevant for the Controller if the Controller uses SoSafe's customer support.

More information: <https://trust.salesforce.com/>

ISO27001 certificate can be accessed here: <https://compliance.salesforce.com/en/iso-27017>. In addition, the following measures have been taken:

- Storage and processing of all data in certified data centers in Germany (Frankfurt a.M.).
 - Encryption of all data with industry-standard encryption products during transfers as well as at rest.
 - Conclusion of a data processing agreement incorporating the approved Binding Corporate Rules (BCR) concluded by Salesforce for its group companies and subcontractors as well as the 2021 EU standard contractual clauses with numerous obligations vis-à-vis the competent supervisory authority as well as further voluntary commitments.
 - Transfer Impact Assessment (TIA) conducted by an external data protection expert.
- Microsoft Ireland Operations Ltd

One Microsoft Place, South County Business Park Leopardstown Dublin 18, D18 P521

Provision of an email server infrastructure for customer communication in support cases via the support software (support form or email to support@sosafe.de). This provider is only relevant to the Controller if the Controller uses SoSafe's customer support. The following measures have been taken:

- All data are processed and stored exclusively within the European Union as part of the Azure EU Cloud.
- All datacenters are ISO27001- and ISO27018-certified: <https://docs.microsoft.com/de-de/azure/security/fundamentals/infrastructure>.
- Encryption of all data using industry-standard encryption products during transfers as well as at rest.
- Implementation of the Customer Lockbox, which ensures that Microsoft cannot access content without the Processor's explicit consent.
- Conclusion of a data processing agreement as well as conclusion of the EU standard contractual clauses ((EU) 2021/915, 4.6.2021, module 2 and 3).
- Transfer Impact Assessment (TIA) conducted by an external data protection expert.

Annex 3 – Persons authorized to issue instructions

The following persons are authorized to issue and receive instructions.

CLIENT SIDE:	CONTRACTOR SIDE:
Board of directors or management	Felix Schürholz, Managing Director
Other persons explicitly named by the Client (e.g., data protection officers)	Lukas Schaefer, Managing Director
	Dr. Niklas Hellemann, Managing Director



SoSafe GmbH | Lichtstr. 25a | 50825 Cologne | Managing Directors: Dr. Niklas Hellemann,
Lukas Schaefer, Felix Schürholz | HRB96220 | Amtsgericht Köln | VAT ID: DE322382415 |
Visitor address and parking: Lichtstr. 25a | 50825 Cologne | Tel: +49 (0) 221 6508 3800 |
Email: info@sosafe.de | Web: [sosafe.de](https://www.sosafe.de)