# Annex

## Processing details

| List of Processing Activities | Categories of Personal Data | Purpose of Processing | Duration of Processing |
|---|---|---|---|
| Account provisioning and authentication | - Email address (internal & external)<br>- Name<br>- Role/Access level | - To create user accounts<br>- To authenticate and authorize users | For the duration of the contract and based on post-termination client data removal requitements or unless required longer by applicable law |
| Sending notifications and invitations | - Email address (internal & external)<br>- Name (if provided) | - To send contract-related alerts, workflow notifications, and signing or collaboration invitations | For the duration of the contract and based on post-termination client data removal requitements or unless required longer by applicable law |
| Contract collaboration and commenting | - Name<br>- Email address<br>- Comments authored by user | - To enable track changes, comments, version control, and shared editing | For the duration of the contract and based on post-termination client data removal requitements or unless required longer by applicable law |
| Audit logging & traceability | - User ID or name<br>- Timestamps<br>- IP address (if logged) | - For audit trails, security monitoring, and regulatory compliance | Retained according to legal or contractual retention requirements |
| User support and troubleshooting | - Name<br>- Email address<br>- Logs or support messages (if applicable) | - To provide user assistance and incident resolution | For the duration necessary to resolve issue or as contractually agreed |
| Optional: Business Intelligence & Data Visualization | - User ID or name<br>- Email address (if linked to reporting context) | - To provide analytics dashboards | For the duration of the contract and in accordance with post-termination data deletion |

| | - Metadata related to records<br>- Aggregated and structured business data (may include Personal Data depending on customer configuration) | - To generate reports and visualizations<br>- To enable business intelligence insights within the Services<br>- To display structured data in graphical format | requirements, unless longer retention is required by applicable law. |
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## List of Sub-processors

| Name | Activity | Data Location |
| --- | --- | --- |
| LinProfs BV | Service Hosting, Infrastructure Management and CI/CD pipeline managemernt | - The Netherlands<br>- Gran Canaria |
| Amazon Web Services | Service Housing and Infrastructure provisioning | - Germany (Frankfurt) |
| Amazon Simple Email Service | Email handling | - Germany (Frankfurt) |
| Optional: Luzmo NV | BI and Data analytics<br><br>Luzmo provides data visualization and analytics functionality via a secured plugin operating within Processor's containerized environment. No independent data storage by Luzmo occurs. All Personal Data remains stored within Processor's AWS infrastructure. Luzmo processes data solely for rendering and displaying dashboards and analytics visualizations within the Services. | - Leuven (Belgium) |