



KANA DATA PROCESSING ADDENDUM

(Revision August 2026)

This Data Processing Addendum (including its schedules, “**DPA**”) supplements and forms part of the Master Services Agreement (the “**MSA**”) between Kana Intelligence, Inc. (“**Kana**”) and Customer (as defined in the MSA) to reflect the parties’ agreement with regard to the Processing of Personal Data.

Customer enters into this DPA on behalf of itself and, to the extent required under Data Protection Laws and Regulations, in the name. For the purposes of this DPA only, and except where indicated otherwise, the term “Customer” shall include Customer. Capitalized terms not otherwise defined herein shall have the meaning given to them in the MSA. Reference to the MSA in this DPA includes any Order Form subject to the MSA (including any such Order Form entered into in the future). Except as modified below, the terms of the MSA shall remain in full force and effect. This DPA shall be effective for the duration of the MSA (or longer to the extent required by applicable law).

1. DEFINITIONS

“**Affiliate**” means any entity that directly or indirectly controls, is controlled by, or is under common control with the subject entity. “**Control**,” for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.

“**Controller**” means the entity which determines the purposes and means of the Processing of Personal Data including as applicable, a “business” as that term is defined by Data Protection Laws and Regulations.

“**Data Protection Laws and Regulations**” means all applicable laws and regulations, including laws and regulations of the European Union, the European Economic Area and their member states, Switzerland, the United Kingdom and the United States and its states, applicable to the Processing of Personal Data under the Agreement as amended from time to time.

“**Data Subject**” means the identified or identifiable person to whom Personal Data relates.

“**Europe**” means the European Union, the European Economic Area, Switzerland and the United Kingdom.

“**GDPR**” means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), including as implemented or adopted under the laws of the United Kingdom.

“**Personal Data**” means any information relating to (i) an identified or identifiable natural person and, (ii) an identified or identifiable legal entity (where such information is protected similarly as Personal Data, Personal Information or personally identifiable information under Data Protection Laws and Regulations), where for each (i) or (ii), such data is Customer Data.

“**Processing**” or “**Process**” means any operation or set of operations that is performed on Personal Data, whether or not by automatic means, such as 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.

“**Processor**” means the entity that Processes Personal Data on behalf of the Controller, including as applicable any “service provider” as that term is defined by Data Protection Laws and Regulations.

“**Public Authority**” means a government agency or law enforcement authority, including judicial authorities.

“**Security and Privacy Documentation**” means the Security and Privacy Documentation applicable to the specific Services purchased by Customer, as updated from time to time, and accessible via Kana’s Documentation webpage at <https://kana.ai/legal/>.

“**Standard Contractual Clauses**” means Standard Contractual Clauses for the transfer of Personal Data to third countries pursuant to Regulation (EU) 2016/679 of the European Parliament and the Council approved by European Commission Implementing Decision (EU) 2021/914 of 4 June 2021, as currently set out at https://eur-lex.europa.eu/eli/dec_impl/2021/914/oj

“**Sub-processor**” means any Processor engaged by Kana or the Kana Group.

“**Kana Group**” means Kana Intelligence, Inc. and any of its Affiliates engaged in the Processing of Personal Data.

2. PROCESSING OF PERSONAL DATA

- 2.1. **Customer’s Processing of Personal Data.** Customer shall as Controller or Processor, in its use of the Services, Process Personal Data in accordance with the requirements of Data Protection Laws and Regulations, including any applicable requirement to provide notice to Data Subjects of the use of Kana as Processor (including where the Customer is a Processor, by ensuring that the ultimate Controller does so). For the avoidance of doubt, Customer’s instructions for the Processing of Personal Data shall comply with Data Protection Laws and Regulations. Customer shall have sole responsibility for the accuracy, quality, and legality of Personal Data and the means by which Customer acquired Personal Data. Customer specifically acknowledges and agrees that its use of the Services will not violate the rights of any Data Subject, including those that have opted-out from sales or other disclosures of Personal Data, to the extent applicable under Data Protection Laws and Regulations. Customer shall not submit to the Services or use the Services to collect, store or process Restricted Information. Kana will not be liable in any manner for any Restricted Information received from or on behalf of Customer in breach of this Agreement.
- 2.2. **Kana’s Processing of Personal Data.** Kana shall not sell or share Personal Data except as directed in writing by Customer and shall treat Personal Data as Confidential Information and shall Process Personal Data on behalf of and only in accordance with Customer’s documented instructions unless Processing is required by Data Protection Laws. Customer instructs Kana (and authorizes Kana to instruct each Sub-processor) to Process Personal Data for the following purposes: (i) Processing in accordance with the MSA; (ii) Processing initiated by Customer’s users in their use of the Services; and (iii) Processing to comply with other documented reasonable instructions provided by Customer (e.g. via email) where such instructions are consistent with the terms of the MSA. Each of the above is deemed a "Permitted Purpose" of Personal Data.
- 2.3. **Details of the Processing.** The subject-matter of Processing of Personal Data by Kana is the performance of the Services pursuant to the MSA. The duration of the Processing, the nature and purpose of the Processing, the types of Personal Data and the categories of Data Subjects Processed under this DPA are further specified in Schedule 2 hereto.
- 2.4. **Customer Instructions.** Kana shall inform Customer immediately (i) if, in its opinion, an instruction from Customer constitutes a breach of the GDPR and/or (ii) if Kana is unable to follow Customer’s instructions for the Processing of Personal Data.
3. **RIGHTS OF DATA SUBJECTS.** Kana shall, to the extent legally permitted, promptly notify Customer of any complaint, dispute or request it has received from a Data Subject regarding the Processing of its Personal Data, such as a Data Subject’s right of access, right to rectification, restriction of Processing, erasure (“right to be forgotten”), data portability, object to the Processing, or its right not to be subject to an automated individual decision making, each such request being a “Data Subject Request”. Kana shall not respond to a Data Subject Request itself, except that Customer authorizes Kana to redirect the Data Subject Request as necessary to allow Customer to respond directly. Taking into account the nature of the Processing, Kana shall assist Customer by appropriate technical and organizational measures, insofar as this is possible, for the fulfilment of Customer’s obligation to respond to a Data Subject Request under Data Protection Laws and Regulations. In addition, to the extent Customer, in its use of the Services, does not have the ability to address a Data Subject Request, Kana shall upon Customer’s request provide commercially reasonable efforts to assist Customer in responding to such Data Subject Request, to the extent Kana is legally permitted to do so and the response to such Data Subject Request is required under Data Protection Laws and Regulations.. To the extent legally permitted, Customer shall be responsible for any costs arising from Kana’s provision of such assistance.

4. KANA PERSONNEL

- 4.1. **Confidentiality.** Kana shall ensure that its personnel engaged in the Processing of Personal Data are informed of the confidential nature of the Personal Data, have received appropriate training on their responsibilities and have executed written confidentiality agreements. Kana shall ensure that such confidentiality obligations survive the termination of the personnel engagement.
- 4.2. **Reliability.** Kana shall take commercially reasonable steps to ensure the reliability of any Kana personnel engaged in the Processing of Personal Data.
- 4.3. **Limitation of Access.** Kana shall ensure that Kana's access to Personal Data is limited to those personnel performing Services in accordance with the Agreement.

5. SUB-PROCESSORS

- 5.1. **Appointment of Sub-processors.** Customer acknowledges and agrees that (a) Kana's Affiliates may be retained as Sub-processors; and (b) Kana and Kana's Affiliates respectively may engage third-party Sub-processors in connection with the provision of the Services. Kana (or its Affiliate) shall enter into a written agreement with any engaged Sub-processor that contains, in substance, data protection obligations no less protective than those in this DPA with respect to the protection of Personal Data to the extent applicable to the nature of the Services provided by such Sub-processor.
- 5.2. **List of Current Sub-processors.** The current list of Sub-processors for the Services, including the identities of those Sub-processors, description of their processing activities and their country of location, is available in the Infrastructure and Subprocessor list at <https://kana.ai/legal/> ("**Infrastructure and Sub-processor List**"). Customer hereby consents to these Sub-processors, their locations and processing activities as it pertains to their Personal Data. Customer may receive notifications of new Sub-processors by emailing legal@kana.ai with the subject "Subscribe", and if a Customer contact subscribes, Kana shall provide the subscriber with notification of new Sub-processor(s) before authorizing such new Sub-processor(s) to Process Personal Data to provide the applicable Services.
- 5.3. **New Sub-processors.** Customer may object to Kana's use of a new Sub-processor by notifying Kana promptly in writing within thirty (30) days of receipt of Kana's notice in accordance with the mechanism set out in section 5.2. If Customer objects to a new Sub-processor as permitted in the preceding sentence, Kana will use reasonable efforts to make available to Customer a change in the Services or recommend a commercially reasonable change to Customer's configuration or use of the Services to avoid Processing of Personal Data by the objected-to new Sub-processor without unreasonably burdening Customer. If Kana is unable to make available such change within a reasonable period of time, which shall not exceed sixty (60) days, Customer may terminate the applicable Order Form(s) with respect only to those Services which cannot be provided by Kana without the use of the objected-to new Sub-processor by providing written notice to Kana. Kana will refund Customer any prepaid fees covering the remainder of the term of such Order Form(s) following the effective date of termination with respect to such terminated Services, without imposing a penalty for such termination on Customer.
- 5.4. **Liability.** Kana shall be liable for the acts and omissions of its Sub-processors to the same extent Kana would be liable if performing the services of each Sub-processor directly under the terms of this DPA, except as otherwise set forth in the MSA.

6. SECURITY

- 6.1. **Controls for the Protection of Personal Data.** Kana shall maintain appropriate technical and organizational measures for protection of the security (including protection against unauthorized or unlawful Processing and against accidental or unlawful destruction, loss or alteration or damage, unauthorized disclosure of, or access to, Personal Data), confidentiality and integrity of Personal Data as set forth in the Security and Privacy Documentation. Kana regularly monitors compliance with these measures. Kana will not materially decrease the overall security of the Services during a subscription term.
- 6.2. **Audit.** Kana shall maintain an audit program to help ensure compliance with the obligations set out in this DPA and shall make available to Customer information to demonstrate compliance with the obligations set out in this DPA as set forth in this Section 6.2.

6.2.1. **Third-party Certifications and Audits.** Kana has obtained the third-party certifications and audits for the Services. Upon Customer's written request at reasonable intervals, and subject to the confidentiality obligations set forth in the Agreement, Kana shall make available to Customer (or Customer's Third-party Auditor - as defined below in Section 6.2.4) information regarding Kana's compliance with the obligations set forth in this DPA. Where Kana has obtained SSAE 18 Service Organization Control (SOC) 2 reports for the Services, Kana agrees to maintain these certifications or standards, or appropriate and comparable successors thereof, for the duration of the Agreement. Upon request, Kana shall also provide a requesting Customer with a report and/or confirmation of Kana's audits of third party Sub-processors' compliance with the data protection controls set forth in this DPA and/or a report of third party auditors' audits of third party Sub-processors that have been provided by those third-party Sub-processors to Kana, to the extent such reports or evidence may be shared with Customer ("**Third-party Sub-processor Audit Reports**"). Customer acknowledges that (i) Third-party Sub-processor Audit Reports shall be considered Confidential Information as well as confidential information of the third-party Sub-processor and (ii) certain third-party Sub-processors to Kana may require Customer to execute a non-disclosure agreement with them in order to view a Third-party Sub-processor Audit Report.

6.2.2. **On-Site Audit.** Customer may contact Kana to request an on-site audit of Kana's Processing activities covered by this DPA ("**On-Site Audit**"). An On-Site Audit may be conducted by Customer either itself or through a Third-party Auditor (as defined below in Section 6.2.4) selected by Customer when:

- (i) the information available pursuant to Section 6.2.1 is not sufficient to demonstrate compliance with the obligations set out in this DPA and its Schedules;
- (ii) Customer has received a notice from Kana of a Personal Data Incident; or
- (iii) such an audit is required by Data Protection Laws and Regulations or by Customer's competent supervisory authority.

Any On-Site Audits will be limited to Personal Data Processing and storage facilities operated by Kana or any of Kana's Affiliates. Customer acknowledges that Kana operates a multi-tenant cloud environment. Accordingly, Kana shall have the right to reasonably adapt the scope of any On-Site Audit to avoid or mitigate risks with respect to, and including, service levels, availability, and confidentiality of other Kana customers' information.

6.2.3. **Reasonable Exercise of Rights.** An On-Site Audit shall be conducted by Customer or its Third-party Auditor:

- (i) acting reasonably, in good faith, and in a proportional manner, taking into account the nature and complexity of the Services used by Customer;
- (ii) up to one time per year with at least three weeks' advance written notice. If an emergency justifies a shorter notice period, Kana will use good faith efforts to accommodate the On-Site Audit request; and
- (iii) during Kana's normal business hours, under reasonable duration and shall not unreasonably interfere with Kana's day-to-day operations.

Before any On-Site Audit commences, Customer and Kana shall mutually agree upon the scope, timing, and duration of the audit and the reimbursement rate for which Customer shall be responsible. All reimbursement rates shall be reasonable, taking into account the resources expended by or on behalf of Kana.

6.2.4. **Third-party Auditor.** A Third party Auditor means a third-party independent contractor that is not a competitor of Kana. An On-Site Audit can be conducted through a Third party Auditor if:

- (i) prior to the On-Site Audit, the Third party Auditor enters into a non-disclosure agreement containing confidentiality provisions no less protective than those set forth in this Agreement to protect Kana's proprietary information; and
- (ii) the costs of the Third party Auditor are at Customer's expense.

6.2.5. **Findings.** Customer must promptly provide Kana with information regarding any non-compliance discovered during the course of an On-Site Audit.

- 6.3. **Data Protection Impact Assessment.** Upon Customer's request, Kana shall provide Customer with reasonable cooperation and assistance needed to fulfil Customer's obligation under Data Protection Laws and Regulations to carry out a data protection impact assessment related to Customer's use of the Services, to the extent Customer does not otherwise have access to the relevant information, and to the extent such information is available to Kana.

7. **PERSONAL DATA INCIDENT MANAGEMENT AND NOTIFICATION**

- 7.1. Kana maintains security incident management policies and procedures and shall notify Customer without undue delay after becoming aware of the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personal Data transmitted, stored or otherwise Processed by Kana or its Sub-processors of which Kana becomes aware (a "**Personal Data Incident**"). Kana shall make reasonable efforts to identify the cause of such Personal Data Incident and take such steps as Kana deems necessary and reasonable to remediate the cause of such a Personal Data Incident to the extent the remediation is within Kana's reasonable control. The obligations herein shall not apply to incidents that are caused by Customer or Customer's users.

8. **GOVERNMENT ACCESS REQUESTS.**

- 8.1. **Kana requirements.** In its role as a Processor, Kana shall maintain appropriate measures to protect Personal Data in accordance with the requirements of Data Protection Laws and Regulations, including by implementing appropriate technical and organizational safeguards to protect Personal Data against any interference that goes beyond what is necessary in a democratic society to safeguard national security, defense and public security. If Kana receives a legally binding request to access Personal Data from a Public Authority, Kana shall, unless otherwise legally prohibited, promptly notify Customer including a summary of the nature of the request. To the extent Kana is prohibited by law from providing such notification, Kana shall use commercially reasonable efforts to obtain a waiver of the prohibition to enable Kana to communicate as much information as possible, as soon as possible. Further, Kana shall challenge the request if, after careful assessment, it concludes that there are reasonable grounds to consider that the request is unlawful. Kana shall pursue possibilities of appeal. When challenging a request, Kana shall seek interim measures with a view to suspending the effects of the request until the competent judicial authority has decided on its merits. Kana shall not disclose the Personal Data requested until required to do so under the applicable procedural rules. Kana agrees it will provide the minimum amount of information permissible when responding to a request for disclosure, based on a reasonable interpretation of the request. Kana shall promptly notify Customer if Kana becomes aware of any direct access by a Public Authority to Personal Data and provide information available to Kana in this respect, to the extent permitted by law. For the avoidance of doubt, this DPA shall not require Kana to pursue action or inaction that could result in civil or criminal penalty for Kana such as contempt of court.
- 8.2. **Sub-processors requirements.** Kana shall ensure that Sub-processors involved in the Processing of Personal Data are subject to the relevant commitments regarding Government Access Requests in the Standard Contractual Clauses.

9. **RETURN AND DELETION OF PERSONAL DATA**

- 9.1. Kana shall, upon Customer's written request, promptly destroy or return any Personal Data after the end of the provision of Services, unless storage of the Personal Data is required by applicable law.

10. **CCPA SERVICE PROVIDER DISCLOSURE.**

- 10.1. **Applicability.** In addition to the terms of this DPA and to the extent Kana processes "personal information" as defined under the California Consumer Privacy Act of 2018 as amended from time to time, including as amended by the California Privacy Rights Act, the "**CCPA**"), this section 10 shall apply. The parties acknowledge and agree that, in its provision of the Services, Kana will act as Customer's service provider in processing Personal Information on behalf of Customer.
- 10.2. **Definitions.** For the purposes of this section 10: (i) the terms "business purpose", "consumer", "sell," "share" and, "service provider" shall have the meanings given to those terms under the CCPA; and (ii) "Personal Information" means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household, where such data is Customer Data.

- 10.3. **Kana Business Purposes.** In accordance with the CCPA, Kana may engage in the following enumerated business purposes: (i) security detection and protection; (ii) debugging and repairing; (iii) short-term, transient use; (iv) performing services; (v) internal research and development; and (vi) quality and safety maintenance.
- 10.4. **Kana's Processing.** With respect to the Services, except as otherwise permitted by the CCPA, Kana is prohibited from: (i) selling or sharing Personal Information, (ii) combining Personal Information received from Customer with Personal Information from other sources, and (iii) retaining, using, or disclosing Personal Information, other than (a) for a business purpose under the CCPA on behalf of Customer, in accordance with the Agreement and the specific purpose of performing the Services, as further described in the applicable Documentation, or as otherwise permitted under the CCPA, or (b) as may otherwise be permitted for service providers or under a comparable exemption from "sale" in the CCPA, as reasonably determined by Kana. Kana may, however, disclose the Personal Information to its own service providers, if any, where Kana has carried out adequate due diligence on each such service provider and included terms in the contract between Kana and such service provider that are at least as protective as those set out in this section 10.
- 10.5. **Information and Assistance.** Kana shall promptly and in good faith take such actions and provide such information and assistance as Customer may reasonably request and as directly related to the Services to enable Customer to honor requests of individuals to exercise their rights under the CCPA.
- 10.6. **Kana Limitation.** Kana confirms that it understands and will comply with the restrictions set forth in this section and the CCPA. Kana shall promptly notify Customer if it determines it can no longer meet its obligations under the CCPA.
- 10.7. **Customer's Rights.** Customer has the right to take reasonable and appropriate steps to ensure Kana's compliance with the CCPA and, upon notice, to stop and remediate any unauthorized use of Personal Information received from Customer.

11. EUROPE SPECIFIC PROVISIONS

- 11.1. **Definitions.** For the purposes of this Section 12 and Schedule 1 these terms shall be defined as follows:

"**European Personal Data**" means the Personal Data subject to European Data Protection Laws and Regulations.

"**European Data Protection Laws and Regulations**" means the Data Protection Laws and Regulations applying in Europe.

"**SCC Module 2**" means Standard Contractual Clauses sections I, II, III and IV (as applicable) to the extent they reference Module Two (Controller-to-Processor).

"**SCC Module 3**" means Standard Contractual Clauses sections I, II III and IV (as applicable) to the extent they reference Module Three (Processor-to-Processor).

"**Third-Country Transfer**" means a transfer of European Personal Data that is not subject to an adequacy decision by the European Commission. When Kana or its Sub-processors are certified under the EU-US Data Privacy Framework and its extensions, the Parties agree that transfers to such entities are not considered Third-Country Transfers.

- 11.2. **GDPR.** Kana will Process Personal Data in accordance with the GDPR requirements directly applicable to Kana's provision of its Services.

- 11.3. **Transfer Mechanisms for Data Transfers.** If, in the performance or use of the Services, European Personal Data is subject to a Third-Country Transfer, the transfer mechanisms listed below shall apply:

- SCC Module 2. Where Customer is a Controller and a data exporter, subject to the additional terms in section 2 of Schedule 1; and/or
- SCC Module 3. Where Customer is a Processor acting on behalf of a Controller and a data exporter, subject to the additional terms in sections 2 and 3 of Schedule 1.

Signing of this DPA, an agreement referencing this DPA, or an Order Form under an agreement referencing this DPA by any party shall be treated as signing of the Standard Contractual Clauses by such party.

11.4. **Impact of local laws.** As of the Effective Date, Kana has no reason to believe that the laws and practices in any third country of destination applicable to its Processing of the Personal Data as set forth in the Infrastructure and Subprocessor Documentation, including any requirements to disclose Personal Data or measures authorising access by a Public Authority, prevent Kana from fulfilling its obligations under this DPA. If Kana reasonably believes that any existing or future enacted or enforceable laws and practices in the third country of destination applicable to its Processing of the Personal Data (“**Local Laws**”) prevent it from fulfilling its obligations under this DPA, it shall promptly notify Customer. In such a case, Kana shall use reasonable efforts to make available to the affected Customer a change in the Services or recommend a commercially reasonable change to Customer’s configuration or use of the Services to facilitate compliance with the Local Laws without unreasonably burdening Customer. If Kana is unable to make available such change promptly, Customer may terminate the applicable Order Form(s) and suspend the transfer of Personal Data in respect only to those Services which cannot be provided by Kana in accordance with the Local Laws by providing written notice in accordance with the “Notices” section of the Agreement. Customer shall receive a refund of any prepaid fees for the period following the effective date of termination for such terminated Services.

List of Schedules

Schedule 1: Transfer Mechanisms for European Data Transfers

Schedule 2: Description of Processing/Transfer

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SCHEDULE 1 - TRANSFER MECHANISMS FOR EUROPEAN DATA TRANSFERS

1. **STANDARD CONTRACTUAL CLAUSES OPERATIVE PROVISIONS AND ADDITIONAL TERMS.** For the purposes of the EU C-to-P Transfer Clauses and the EU P-to-P Transfer Clauses, Customer is the data exporter and Kana is the data importer and the parties agree to the following. Where this Section 1 does not explicitly mention EU C-to-P Transfer Clauses or EU P-to-P Transfer Clauses it applies to both of them.
 - 1.1. **Reference to the Standard Contractual Clauses.** The relevant provisions contained in the Standard Contractual Clauses are incorporated by reference and are an integral part of this DPA. The information required for the purposes of the Appendix to the Standard Contractual Clauses are set out in Schedule 2.
 - 1.2. **Docking clause.** The option under clause 7 of the Standard Contractual Clauses shall not apply.
 - 1.3. **Instructions.** This DPA and the MSA are Customer's documented instructions at the time of signature of the Agreement to Kana for the Processing of Personal Data. Any additional or alternate instructions must be consistent with the terms of this DPA and the MSA. For the purposes of clause 8.1(a) of the Standard Contractual Clauses, the instructions by Customer to Process Personal Data are set out in Section 2.3 of this DPA and include onward transfers to a third party located outside Europe for the purpose of the performance of the Services.
 - 1.4. **Certification of Deletion.** The parties agree that the certification of deletion of Personal Data that is described in clause 8.5 and 16(d) of the Standard Contractual Clauses shall be provided by Kana to Customer only upon Customer's written request.
 - 1.5. **Security of Processing.** For the purposes of clause 8.6(a) of the Standard Contractual Clauses, Customer is solely responsible for making an independent determination as to whether the technical and organisational measures Kana employs meet Customer's requirements and agrees that (taking into account the state of the art, the costs of implementation, and the nature, scope, context and purposes of the Processing of its Personal Data as well as the risks to individuals) the security measures and policies implemented and maintained by Kana provide a level of security appropriate to the risk with respect to its Personal Data. For the purposes of clause 8.6(c) of the Standard Contractual Clauses, personal data breaches will be handled in accordance with Section 7 of this DPA.
 - 1.6. **Audits of the SCCs.** The parties agree that the audits described in clause 8.9 of the Standard Contractual Clauses shall be carried out in accordance with Section 6.2 of this DPA.
 - 1.7. **General Authorisation for use of Sub-processors.** Option 2 under clause 9 of the Standard Contractual Clauses shall apply. For the purposes of clause 9(a), Kana has Customer's general authorisation to engage Sub-processors in accordance with Section 5 of this DPA. Kana shall make available to Customer the current list of Sub-processors in accordance with section 5.2 of this DPA.
 - 1.8. **Notification of New Sub-processors and Objection Right for new Sub-processors.** Pursuant to clause 9(a) of the Standard Contractual Clauses, Customer acknowledges and expressly agrees that Kana may engage new Sub-processors as described in sections 5.2 and 5.3 of this DPA. Kana shall inform Customer of any changes to Sub-processors following the procedure provided for in section 5.2 of this DPA.
 - 1.9. **Complaints - Redress.** For the purposes of clause 11 of the Standard Contractual Clauses, and subject to Section 3 of this DPA, Kana shall inform data subjects on its website of a contact point authorised to handle complaints. Kana shall inform Customer if it receives a complaint by, or a dispute from, a Data Subject with respect to Personal Data and shall without undue delay communicate the complaint or dispute to Customer. Kana shall not otherwise have any obligation to handle the request (unless otherwise agreed with Customer). The option under clause 11 of the Standard Contractual Clauses shall not apply.
 - 1.10. **Supervision.** Clause 13 of the Standard Contractual Clauses shall apply as follows:
 - 1.10.1. Where Customer is established in an EU Member State, the supervisory authority with responsibility for ensuring compliance by Customer with Regulation (EU) 2016/679 as regards the data transfer shall act as competent supervisory authority.
 - 1.10.2. Where Customer is not established in an EU Member State, but falls within the territorial scope of application of Regulation (EU) 2016/679 in accordance with its Article 3(2) and has appointed a representative pursuant

to Article 27(1) of Regulation (EU) 2016/679, the supervisory authority of the Member State in which the representative within the meaning of Article 27(1) of Regulation (EU) 2016/679 is established shall act as competent supervisory authority.

- 1.10.3. Where Customer is not established in an EU Member State, but falls within the territorial scope of application of Regulation (EU) 2016/679 in accordance with its Article 3(2) without however having to appoint a representative pursuant to Article 27(2) of Regulation (EU) 2016/679, the Data Protection Commission of Ireland shall act as competent supervisory authority.
- 1.10.4. Where Customer is established in the United Kingdom or falls within the territorial scope of application of UK Data Protection Laws and Regulations, the Information Commissioner's Office shall act as competent supervisory authority.
- 1.10.5. Where Customer is established in Switzerland or falls within the territorial scope of application of Swiss Data Protection Laws and Regulations, the Swiss Federal Data Protection and Information Commissioner shall act as competent supervisory authority insofar as the relevant data transfer is governed by Swiss Data Protection Laws and Regulations.
- 1.11. **Notification of Government Access Requests.** For the purposes of clause 15(1)(a) of the Standard Contractual Clauses, Kana shall notify Customer (only) and not the Data Subject(s) in case of government access requests. Customer shall be solely responsible for promptly notifying the Data Subject as necessary.
- 1.12. **Governing Law.** The governing law for the purposes of clause 17 of the Standard Contractual Clauses shall be the laws of Ireland for Customer which resides in the EU; or (ii) where Customer resides in the United Kingdom, the laws of the United Kingdom.
- 1.13. **Choice of forum and jurisdiction.** The courts under clause 18 of the Standard Contractual Clauses shall be those designated in the applicable section of the Agreement. If the Agreement does not designate an EU Member State court as having exclusive jurisdiction to resolve any dispute or lawsuit arising out of or in connection with this Agreement, the parties agree that the courts of either (i) Ireland; or (ii) where the Agreement designates the United Kingdom as having exclusive jurisdiction, the United Kingdom, shall have exclusive jurisdiction to resolve any dispute arising from the Standard Contractual Clauses. For Data Subjects habitually resident in Switzerland, the courts of Switzerland are an alternative place of jurisdiction in respect of disputes.
- 1.14. **Appendix.** The Appendix shall be completed as follows:
- The contents of section 1 of Schedule 2 shall form Annex I.A to the Standard Contractual Clauses
 - The contents of sections 2 to 9 of Schedule 2 shall form Annex I.B to the Standard Contractual Clauses
 - The contents of section 10 of Schedule 2 shall form Annex I.C to the Standard Contractual Clauses
 - The contents of section 11 of Schedule 2 shall form Annex II to the Standard Contractual Clauses.
- 1.15. **Data Exports from the United Kingdom under the Standard Contractual Clauses.** For data transfers governed by UK Data Protection Laws and Regulations, the Mandatory Clauses of the Approved Addendum, being the template Addendum B.1.0 issued by the ICO and laid before Parliament in accordance with s119A of the Data Protection Act 2018 on 2 February 2022, as revised under Section 18 of those Mandatory Clauses ("Approved Addendum") shall apply. The information required for Tables 1 to 3 of Part One of the Approved Addendum is set out in Schedule 2 of this DPA (as applicable). For the purposes of Table 4 of Part One of the Approved Addendum, neither party may end the Approved Addendum when it changes.
- 1.16. **Data Exports from Switzerland under the Standard Contractual Clauses.** For data transfers governed by Swiss Data Protection Laws, the Standard Contractual Clauses also apply to the transfer of information relating to an identified or identifiable legal entity where such information is protected similarly as Personal Data under Swiss Data Protection Laws until such laws are amended to no longer apply to a legal entity. In such circumstances, general and specific references in the Standard Contractual Clauses to GDPR or EU or Member State Law shall have the same meaning as the equivalent reference in Swiss Data Protection Laws.
- 1.17. **Conflict.** The Standard Contractual Clauses are subject to this DPA and the additional safeguards set out hereunder. The rights and obligations afforded by the Standard Contractual Clauses will be exercised in

accordance with this DPA, unless stated otherwise. In the event of any conflict or inconsistency between the body of this DPA and the Standard Contractual Clauses, the Standard Contractual Clauses shall prevail.

2. ADDITIONAL TERMS FOR THE EU P-TO-P TRANSFER CLAUSES

For the purposes of the EU P-to-P Transfer Clauses (only), the parties agree to the following.

- 2.1. **Instructions and notifications.** For the purposes of clause 8.1(a) of the Standard Contractual Clauses, Customer hereby informs Kana that it acts as Processor under the instructions of the relevant Controller in respect of Personal Data. Customer warrants that its Processing instructions as set out in the Agreement and this DPA, including its authorizations to Kana for the appointment of Sub-processors in accordance with this DPA, have been authorized by the relevant Controller. Customer shall be solely responsible for forwarding any notifications received from Kana to the relevant Controller where appropriate.
- 2.2. **Security of Processing.** For the purposes of clause 8.6(c) and (d) of the Standard Contractual Clauses, Kana shall provide notification of a personal data breach concerning Personal Data Processed by Kana to Customer.
- 2.3. **Documentation and Compliance.** For the purposes of clause 8.9 of the Standard Contractual Clauses, all enquiries from the relevant Controller shall be provided to Kana by Customer. If Kana receives an enquiry directly from a Controller, it shall forward the enquiry to Customer and Customer shall be solely responsible for responding to any such enquiry from the relevant Controller where appropriate.
- 2.4. **Data Subject Rights.** For the purposes of clause 10 of the Standard Contractual Clauses and subject to Section 3 of this DPA, Kana shall notify Customer about any request it has received directly from a Data Subject without obligation to handle it (unless otherwise agreed), but shall not notify the relevant Controller. Customer shall be solely responsible for cooperating with the relevant Controller in fulfilling the relevant obligations to respond to any such request.

SCHEDULE 2 - DESCRIPTION OF PROCESSING/TRANSFER

1. LIST OF PARTIES

Data exporter(s): Identity and contact details of the data exporter(s) and, where applicable, of its/their data protection officer and/or representative in the European Union

Name: Customer.

Address: Customer's address in the Agreement or Order Form

Contact person's name, position and contact details: As stated in the Order Form

Activities relevant to the data transferred under these clauses: Performance of the Services pursuant to the Agreement.

Signature and date: As addressed in Section 10.4 execution of the Reseller Agreement, or of an Order Form under it, constitutes signature of the Standard Contractual Clauses.

Role: For the purposes of the EU C-to-P Transfer Clauses Customer is a Controller. For the purposes of the EU P-to-P Transfer Clauses Customer is a Processor.

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

Name: Kana Intelligence, Inc.

Address: 140 New Montgomery Street, 4th Floor, San Francisco, CA 94105

Contact person's name, position and contact details: As stated in the Order Form

Activities relevant to the data transferred under these clauses: Performance of the Services pursuant to the Agreement.

Signature and date: As addressed in Section 10.4 execution of the Reseller Agreement, or of an Order Form under it, constitutes signature of the Standard Contractual Clauses.

Role: Processor

2. CATEGORIES OF DATA SUBJECTS WHOSE PERSONAL DATA IS TRANSFERRED

Customer may submit Personal Data to Kana, the extent of which is determined and controlled by Customer in its sole discretion. This may include, but is not limited to Personal Data relating to the following categories of data subjects: Customer's employees, users, agents, subcontractors, and customers.

3. CATEGORIES OF PERSONAL DATA TRANSFERRED

Customer may submit Personal Data to Kana, the extent of which is determined and controlled by Customer in its sole discretion. This may include, but is not limited to the following categories of Personal Data: Personal Data relating to individuals which is provided by Customer, such as Personal Data related to Customer's marketing activities, Customer personnel, business contact details, and connection data.

4. SENSITIVE DATA TRANSFERRED (IF APPLICABLE)

Sensitive data transferred (if applicable) and applied restrictions or safeguards that fully take into consideration the nature of the data and the risks involved, such as for instance strict purpose limitation, access restrictions (including access only for staff having followed specialised training), keeping a record of access to the data, restrictions for onward transfers or additional security measures:

Data exporter shall not submit to the Services or use the Services to collect, store or process Restricted Information. Data importer will not be liable in any manner for any Restricted Information received from or on behalf of data exporter in breach of this Agreement.

5. FREQUENCY OF THE TRANSFER

The frequency of the transfer (e.g., whether the data is transferred on a one-off or continuous basis): Continuous basis depending on the use of the Services by Customer.

6. NATURE OF THE PROCESSING

The nature of the Processing is the performance of the Services pursuant to the Agreement.

7. PURPOSE OF PROCESSING, THE DATA TRANSFER AND FURTHER PROCESSING

Kana will Process Personal Data as necessary to perform the Services pursuant to the Agreement, as further instructed by Customer in its use of the Services.

8. DURATION OF PROCESSING

The period for which the personal data will be retained, or, if that is not possible, the criteria used to determine that period:

Subject to Section 9 of the DPA, Kana will Process Personal Data for the duration of the Agreement, unless otherwise agreed upon in writing.

9. SUB-PROCESSOR TRANSFERS

For transfers to (sub-) processors, also specify subject matter, nature and duration of the processing:

As per Section 7 of the Schedule 2 above, the Sub-processor will Process Personal Data as necessary to perform the Services pursuant to the Agreement. Subject to Section 9 of this DPA, the Sub-processor will Process Personal Data for the duration of the Agreement, unless otherwise agreed in writing.

10. COMPETENT SUPERVISORY AUTHORITY

Identify the competent supervisory authority/ies in accordance with clause 13:

- Where the data exporter is established in an EU Member State: The supervisory authority with responsibility for ensuring compliance by the data exporter with Regulation (EU) 2016/679 as regards the data transfer shall act as competent supervisory authority.
- Where the data exporter is not established in an EU Member State, but falls within the territorial scope of application of Regulation (EU) 2016/679 in accordance with its Article 3(2) and has appointed a representative pursuant to Article 27(1) of Regulation (EU) 2016/679: The supervisory authority of the Member State in which the representative within the meaning of Article 27(1) of Regulation (EU) 2016/679 is established shall act as the competent supervisory authority.
- Where the data exporter is not established in an EU Member State, but falls within the territorial scope of application of Regulation (EU) 2016/679 in accordance with its Article 3(2) without however having to appoint a representative pursuant to Article 27(2) of Regulation (EU) 2016/679: the Data Protection Commission of Ireland shall act as the competent supervisory authority.
- Where the data exporter is established in the United Kingdom or falls within the territorial scope of application of UK Data Protection Laws and Regulations, the Information Commissioner's Office shall act as the competent supervisory authority.
- Where the data exporter is established in Switzerland or falls within the territorial scope of application of Swiss Data Protection Laws and Regulations, the Swiss Federal Data Protection and Information Commissioner shall act as competent supervisory authority insofar as the relevant data transfer is governed by Swiss Data Protection Laws and Regulations.

11. TECHNICAL AND ORGANISATIONAL MEASURES

Data importer will maintain administrative, physical, and technical safeguards consistent for protection of the security, confidentiality and integrity of Personal Data uploaded to the Services as described in the Security and Privacy Documentation. Data Importer will not materially decrease the overall security of the Services during a subscription term. Data Subject Requests shall be handled in accordance with Section 3 of the DPA.