

## APPENDIX TO THE PERSONAL DATA POLICY OF FI GROUP

This appendix is an integral part of the Personal Data Policy of FI Group, itself part of the Service Contract binding the CLIENT to FI Group. It respects the principle of transparency towards the CLIENT. This Policy applies by default except in case of specific instructions from the CLIENT.

Type of services	Types of personal data processed in the context of the execution of the Service contract	Details of the data required by FI Group - it belongs to the Data Controller to provide only the necessary information*	Information of the data subject*
Service provided into the Service contract	Professional contacts	Last name and first Name Function, title, Company Professional email address Professional phone number	Directly to the data subject
	Data relating to professional career	CV Degrees/qualifications Possible certificates	Indirectly (through the Data Controller designated contact person)
	Login data from the platform for data transmission / Deliverables	IP address Logs Use of cookies (Pydio and similar) Computer history	Directly to the data subject
	Others:		

## IDENTIFICATION AND DESCRIPTION OF THE TYPE OF PERSONAL DATA PROCESSED

The Data Controller is authorizing the Data Processor to process the Personal Data identified and described in accordance with the following information:

### I. OBJECT AND PURPOSE OF THE PROCESSING

In accordance with its Personal data Policy, FI Group shall process the Personal data that has been collected in the framework of the execution of the Service provided for in this Contractual Relationship. The processing purpose is to obtain a funding for the Data Controller in any form whatsoever either directly or indirectly.

### II. Type of Personal Data and type of data subject

#### A) Type of Personal Data

The types of personal data processed in the context of the execution of the Contractual Relationship are identified in the table above.

#### B) Type of Sensitive Data

- ☒ No Sensitive Data are processed.  
☐ List of Sensitive Data which are processed\*

(\*) If Sensitive Data are processed, immediately contact the DPO Team

#### C) Category of data subject concerned by the processing within the framework of the Contractual Relationship by the Data Processor for the Data Controller

☒ Employees (including trainees, temporary workers and professional training contracts) coming under a service concerned within the framework of the performance of the Service whose missions are related to the performance of the Service.

☒ Former employees (including trainees, temporary workers, and professional training contracts) who belonged to a department concerned within the framework of the performance of the Service whose

missions were related to the performance of the Service.

☒ CLIENT's Managers

☒ Other (s):

In accordance with its duty to advise and the principle of transparency, the Data processor reminds the Data Controller that it must inform data subject about this processing of data subjects' personal data and how can they exercise their rights.

#### D) Category of recipients of third-party data to the Data Controller and the Data Processor

☒ Lawyers / experts where applicable, subject to the CLIENT's instructions and / or agreement

☒ In case of control: Tax administration / Advisory committee / Administrative judges - information directly transmitted by the CLIENT.

☒ IT applications / platforms

☐ Other (s):

### III. Nature of the Processing of Personal Data

- |                                                   |                                                  |                                                  |
|---------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Adaptation    | <input checked="" type="checkbox"/> Consultation | <input checked="" type="checkbox"/> Extraction   |
| <input checked="" type="checkbox"/> Analysis      | <input checked="" type="checkbox"/> Conservation | <input checked="" type="checkbox"/> Organization |
| <input checked="" type="checkbox"/> Collection    | <input checked="" type="checkbox"/> Destruction  | <input checked="" type="checkbox"/> Recovery     |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Recording    | <input checked="" type="checkbox"/> Structuring  |

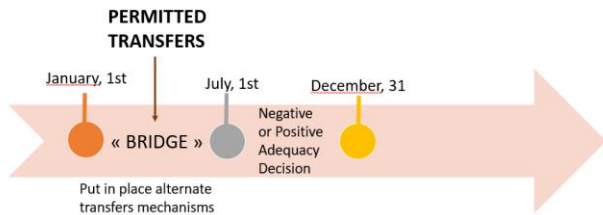
### IV. Transfer of Personal Data between EEA and the UK for a Contract signed during the Transition period

#### A) No transfer are required outside UK

☒ No transfer are required at the signature of the Contractual Commitment.

☐ Transfer are required

Here is a chronology to understand data transfers between the EU and the UK.



## B) Between EEA and the UK before 1st of July

☒ Yes, with permitted transfers under the GDPR or the DPA

☐ No

## C) Countries with an Adequacy Decision after 1st of July

☒ Yes (provisional Adequacy Decision)

☐ No

## V. Duration of the personal data processing

For the duration according to the Contractual Relationship, in accordance with the Personal data Policy.

## VI. Person to contact in case of general questions

### D) Data Controller

Please provide the following information:

Contact:

Last name and first name:

Title:

Contact information:

### E) Data Processor

#### Contact 1:

Last name and first name: DESPREZ BRAUN Solenne

Title: Data Protection Officer

Contact information: [dpo@fi-group.com](mailto:dpo@fi-group.com)

#### Contact 2:

Last name and first name: SEBASTIÁ Marta

Title: International Consulting Manager and GPDR

Compliance ambassador

Contact information: [DPO-UK@fi-group.com](mailto:DPO-UK@fi-group.com)

