

## Description of processing activities

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### Subject Matter

The provision of RamBase to Customer (distributed by Partner) will involve processing of Personal Data. Partner will i.a. perform application operations, support, maintenance, training, consulting and product developments in RamBase.

### Duration of the processing

The processing will expire upon termination of the RamBase Customer Agreement or when all Personal Data are returned or deleted, whatever happens first.

### Nature and Purpose of the Processing

Partner will process Personal Data for the purposes of providing RamBase to Customer in accordance with the RamBase Customer Agreement.

### Categories of Data

Data relating to individuals provided to Partner via RamBase, by (or at the direction of) Customer or by Customer end users. This includes Personal Data such as name, address, gender, contact info, qualifications, emergency contacts / next of kin, work hour arrangements, worked time, sick or other leave time and transaction details. Partner may access Special categories of Personal Data if stored in RamBase (e.g. health data concerning employees contained in the context of social security schemes).

### Data Subjects

Data Subjects include the individuals about whom data is provided to Partner via RamBase by (or at the direction of) Customer or by Customer end users. The Data Subjects will typically be employees of Customer, contact persons in other enterprises and end users of Customer's services (consumers).