

## Summary of the updates in the Data Processing Agreement

### Version 2.1

The Data Processing Agreement has been updated with a new description in Annex II of the Expense Management data processing. Continia has introduced OCR processing for receipts, including adding the applied OCR service provider to the sub-processor list in Annex IV.

Finally, a data processing description of Continia Delivery Network has been added.

- In Annex II, under 2.4.2 Personal Data related to Continia Expense Management, the flow description has been updated with a description of the scan and extraction.
- In Annex IV, List of sub-processors, Klippa App B.V. has been added.
- In Annex II, 2.4.9. Personal Data related to Continia Delivery Network has been added, containing a processing description of Continia Delivery Network.

### Version 2.2

The Data Processing Agreement has been updated with a new description of how changes in the Data Processing Agreement will be announced. Continia will announce any changes on their website ([www.continia.com](http://www.continia.com)) and through a mailing list that customers can subscribe to.

The Data Processing Agreement has been updated by incorporating the European Commission's 2021 Standard Contractual Clauses pertaining to transfer of data outside of the European Economic Area.

Furthermore, the Data Processing Agreement has been updated regarding the accessibility of the Security Manual, which can be provided upon further agreement if deemed necessary.

Finally, the Data Processing Agreement has been updated for minor corrections such as paragraph numbering and wording.

- In Clause 2, Invariability of the Clauses, a description of how changes in the Data Processing Agreement will be announced has been added by section C.
- In Clause 7.8. International Transfers has been amended to incorporate the European Commission's 2021 Standard Contractual Clauses pertaining to transfer of data outside of the European Economic Area.
- In Annex II, 2.4.1. Personal Data related to Continia Document Capture, the wording of paragraph 4. Sensitivity has been rephased.
- In Annex II, 2.4.3. Personal Data related to Continia Web Approval Portal, the wording of paragraph 4. Sensitivity has been rephased.
- In Annex III, 3.1. Measures regarding the security of processing, the accessibility of the Security Manual has been updated.
- In Annex III, the paragraph numbering has been corrected, as paragraphs 3.4 and 3.5 had the same numbering in the previous Data Processing Agreement. These are the affected paragraphs: 3.4. Procedures for audits, including inspections, of the processing of personal data being performed by sub-processors, and 3.5. Procedure for assessing and implementing measures derived from subsequent instructions from the controller to the processor.