

## Access Terms & Conditions Information for Data Processing Agreement (Schedule 2)

Access provides 'out of box' software solutions at scale so we have tailored our response to Privacy Legislation to reflect our business model and in a manner, which we understand to be consistent with other 'out of box' software providers.

Most customers are on our standard terms, which allow us to update the terms and conditions. It is therefore not necessary for Clients to submit individual processing agreements, nor are we able to address individual requests as our Terms and Conditions cover the requirements related to Data Processing

In order to maintain validity of Data Processing Agreements in the most efficient and cost effective way, we provide the following information to support our terms and conditions.

### Schedule 2 Data Processor Terms

Section 1 - Definitions - Included in [Terms & Conditions \(https://www.theaccessgroup.com/standardtandcs\)](https://www.theaccessgroup.com/standardtandcs)

Section 2 -Processor Clauses - Included [Terms & Conditions \(https://www.theaccessgroup.com/standardtandcs\)](https://www.theaccessgroup.com/standardtandcs)

Section 3 - Details of Processing - [Product Fact Sheet \(https://accessgroup.my.site.com/Support/s/sec-products\)](https://accessgroup.my.site.com/Support/s/sec-products) (Note: this a

Section 4 - Security Standards (and supporting documents are all available on this Security Portal)

\*Technical Security measures - [Included in Product Fact Sheet \(https://accessgroup.my.site.com/Support/s/sec-products\)](https://accessgroup.my.site.com/Support/s/sec-products) and supported by [Hosting Security Over](#)

\*Operational Security measures Included in [Organisation Security Document \(https://accessgroup.my.site.com/Support/s/Sec-organisation-security\)](https://accessgroup.my.site.com/Support/s/Sec-organisation-security).

### Non-standard and Acquisition Terms

For those few customers who are not on standard terms and conditions we have prepared a [GDPR Addendum \(https://www.theaccessgroup.com/en-gb/gdpr-addendum-processor-clauses/\)](https://www.theaccessgroup.com/en-gb/gdpr-addendum-processor-clauses/) which incorporates all the GDPR required terms into your agreement. This addendum is included in the schedule and will be deemed to apply to your agreement from 25 May 2018.

[Products \(https://accessgroup.my.site.com/Support/s/sec-products\)](https://accessgroup.my.site.com/Support/s/sec-products)