



VERIZON ENTERPRISE SOLUTIONS

BINDING CORPORATE RULES PROCESSOR POLICY

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INTRODUCTION TO THIS POLICY

This Binding Corporate Rules Processor Policy and its Appendices (together the "**Policy**") establish the approach taken by Verizon Enterprise Solutions (also referred to as Verizon Wireline and Verizon Business) ("**Verizon**") to the protection and management of personal information globally by Verizon group members ("**Group Members**") when processing that information on behalf of a controller Third Party established in Europe.

In addition to other definitions provided under this Policy, the following further terms shall have the meanings ascribed to them:

"**controller**" means the entity which, alone or jointly with others, determines the purposes and means of the processing of personal information;

"**customer**" means a controller Third Party for which a Group Member provides a service;

"**customer personal information**" means any personal information which Group Members process on behalf of a customer (controller) and which relates to the identified or identifiable individuals who ultimately benefit from or make use of the services contracted by the customer (for example, end-users). Customer personal information does not include personal information for the operation of the service (i.e. billing data), which is processed by Group Members in their capacity as controllers and is therefore excluded from this Policy;

"**data processing agreement**" means a contract or any other type of legal instrument containing data processing terms and conditions;

"**Europe**" means the countries in the European Economic Area plus Switzerland;

"**European data protection law**" means the GDPR and any data protection law of a European Member State and Switzerland, including local legislation implementing the requirements of the GDPR, as amended from time to time;

"**GDPR**" means European Union (EU) Regulation 2016/679 (the General Data Protection Regulation);

"**personal information**" means any personal information subject to European data protection law which relates to an identified or identifiable natural person;

"**processing**" means any operation that Verizon performs on personal information, whether manually or by automatic means. References to the "collection", "use" and "transfer" of personal information are all elements of the definition of processing;

"**processor**" means the entity which processes personal information on behalf of the controller; and

"**Third Party**" means any entity which is not a Group Member.

This Policy applies to all customer personal information processed by Group Members as processors and/or sub-processors as part of their regular business activities in the course of providing services to a customer established in Europe.

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Group Members and their employees must comply with and respect this Policy when processing customer personal information in their capacity as service providers to a customer.

This Policy does not replace any specific data protection requirements that might apply to a business area or function.

This Policy and a list of Group Members is published on the website accessible at <https://www.verizon.com/about/privacy/BCRparticipants>.

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PART I: BACKGROUND AND ACTIONS

WHAT IS DATA PROTECTION LAW?

European data protection law gives people the right to control how their personal information is processed. Under European data protection law, when an organisation processes personal information for its own purposes, that organisation is deemed to be a *controller* of that information and is therefore primarily responsible for meeting the legal requirements.

When, on the other hand, an organisation processes information on behalf of a Third Party, that organisation is deemed to be a *processor* of the information and the Third Party will be primarily responsible for meeting the legal requirements. So for example, where Verizon provides services to customers as a global telecommunications provider, Verizon will be acting as a processor in respect of the customer personal information.

HOW DOES DATA PROTECTION LAW AFFECT VERIZON INTERNATIONALLY?

European data protection law does not allow the transfer of personal information to countries outside Europe that do not ensure an adequate level of data protection. Some of the countries in which Verizon operates are not regarded by European supervisory authorities as providing an adequate level of protection for individuals' data privacy rights.

When Verizon acts as a processor to a customer, Verizon's European customers retain the responsibility to comply with European data protection law. In practical terms, this means that those acting as controllers (i.e. customers) must pass certain data protection obligations onto any processor which processes personal information outside Europe on behalf of those controllers in order to overcome the legal restrictions on international data transfers.

If Verizon fails to comply with the data protection obligations imposed on it by its customers, Verizon's customers may be in breach of applicable data protection law and Verizon may face a claim for breach of contract which may result in the payment of compensation or other judicial remedies.

In such cases, if a customer demonstrates that it has suffered damage, and that it is likely that the damage occurred because of a breach of this Policy, the obligation will be for Verizon UK Ltd to show that the Group Member outside Europe (or a Third Party sub-processor established outside Europe) is not responsible for the breach, or that no such breach took place.

WHAT IS VERIZON DOING ABOUT IT?

The purpose of this Policy is to set out a framework to satisfy the standards contained in European data protection law and, as a result, provide an adequate level of protection for all customer personal information transferred to and processed by Group Members as processors or sub-processors, either where the customer personal information is transferred from a customer in Europe as a controller or where the customer personal information is collected by a Group Member in Europe as a processor.

Although it will be for each of Verizon's customers to decide whether the commitments made by Verizon in this Policy provide adequate safeguards for the customer personal information transferred to Group Members under the terms of its contract with Verizon, Verizon will apply this Policy whenever a Group Member processes customer personal information as a processor. Where Verizon's customers rely upon this Policy as providing adequate safeguards, a link to this Policy will be incorporated into the contract with that customer. If a customer of Verizon chooses not to rely upon this Policy, that customer will have the responsibility to put in place other adequate safeguards to protect the personal information.

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Verizon will apply this Policy globally where Verizon processes customer personal information as a processor both manually and by automatic means and such personal information originates from Europe as identified in the contract with the customer.

This Policy is legally binding and applies to all Group Members and their employees where those Group Members process customer personal information as a processor both manually and by automatic means, and requires that Group Members who collect, process or transfer personal information to provide services to a customer comply with the Rules set out in **Part II** of this Policy together with the policies and procedures set out in the appendices in **Part III** of this Policy.

For completeness, Group Members (and their employees) must comply with the Binding Corporate Rules Controller Policy when they process personal information as a controller, or whenever they act as a processor for a controller which is a Group Member. Some Group Members may act as a controller/processor for another Group Member and as a processor for a Third Party, and must therefore comply with this Policy and also the Binding Corporate Rules Controller Policy as appropriate.

WHAT PERSONAL INFORMATION DOES THIS POLICY COVER?

Personal information processed under this Policy may include but is not limited to customer personal information, including data stored and transmitted across the Verizon network in performing communication services under contracts with customers, such as call detail records, IP addresses, IP network information, geolocation traffic, etc.

FOR WHAT PURPOSES IS PERSONAL INFORMATION TRANSFERRED UNDER THIS POLICY?

Transfers of customer personal information under this Policy (including to United States and India) may take place for the purposes of provisioning of services to customers, e.g. call details records in provisioning of services, IP traffic residing in data centres for the purpose of hosting and cloud services, or IP traffic processed in data centres outside Europe for the purposes of providing Managed Security Services.

FURTHER INFORMATION

If you have any questions regarding the provisions of this Policy, your rights under this Policy or any other data protection issues you can contact Verizon's Director, Privacy Policy & Compliance International at the address below, who will either deal with the matter or forward it to the appropriate person or department within Verizon.

Attention:	Director, Privacy Policy & Compliance International
Email:	EMEAdataprotection@intl.verizon.com
Telephone:	+ 44 (0)118 905 5000
Address:	Director, Privacy Policy & Compliance International, Verizon, Legal Department, Reading International Business Park, Basingstoke Road, Reading, RG2 6DA

The Director, Privacy Policy & Compliance International is responsible for ensuring that changes to this Policy are notified in accordance with Appendix 7.

If you are unhappy about the way in which Verizon has used your personal information, Verizon has a separate complaint handling procedure which is set out in Part III, Appendix 5.

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PART II: PROCESSOR OBLIGATIONS

Part II of this Policy is divided into three sections:

- Section A addresses the basic principles that Verizon must observe when a Group Member processes customer personal information as a processor.
- Section B deals with the practical commitments made by Verizon to the European supervisory authorities when a Group Member processes customer personal information as a processor on behalf of a customer.
- Section C describes the third party beneficiary rights that Verizon has granted to individuals in its capacity as a processor under this Policy.

SECTION A: BASIC PRINCIPLES

RULE 1 – COMPLIANCE WITH LOCAL LAW

Rule 1A – Verizon will ensure that compliance with this Policy will not conflict with data protection laws where they exist.

Where this Policy applies and:

- applicable data protection legislation requires a higher level of protection than is provided for in this Policy, Verizon acknowledges that it will take precedence over this Policy; or
- local applicable law prevents Verizon from fulfilling, or has a substantial effect on its ability to comply with its obligations under this Policy, Verizon will follow the process set out in Rule 12A.

Rule 1B – Verizon will co-operate and assist a controller to comply with its obligations under data protection law in a reasonable time and to the extent reasonably possible.

Verizon will, taking into account the nature of processing and information available to the Group Member, within a reasonable time and to the extent reasonably possible, and as may be required under data processing agreements with its customers, assist customers on request to comply with their obligations as controllers under European data protection law. For example, Verizon will be transparent about sub-processor activities so that its customers may correctly inform data subjects.

RULE 2 – ENSURING TRANSPARENCY AND USING PERSONAL INFORMATION FOR A KNOWN PURPOSE ONLY

Rule 2A – Verizon will assist a controller to comply with the requirement to explain to individuals at the time their personal information is collected how that information will be processed.

Verizon's customers have a duty to explain to individuals, at the time their personal information is collected or shortly after, how that information will be processed. Verizon will provide such assistance and information to its customers as may be required under the terms of its data processing agreements with

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its customers to comply with this requirement, for example, information about any sub-processors appointed by Verizon to process customer personal information on its behalf.

Rule 2B – Verizon will only process customer personal information on behalf of and in accordance with the instructions of the controller.

Verizon and its employees will respect the Policy and only process customer personal information in compliance with the terms of the data processing agreement it has with its customers in relation to such processing, and which contains the terms required by European data protection law in so far as it relates to the engagement of a processor, including in relation to transfers of customer personal information to destinations outside Europe, unless required to do so by European laws to which Verizon is subject. In such a case, Verizon will inform the customer of that legal requirement before processing takes place, unless that law prohibits such information on important grounds of public interest.

Verizon will immediately inform its customer if, in its opinion, an instruction infringes European data protection law.

If, for any reason, Verizon is unable to comply with this Rule or its obligations under this Policy in respect of any data processing agreement it may have with a customer, Verizon will inform the customer promptly of this fact. Verizon's customer may then suspend the transfer of customer personal information to Verizon and/or terminate the contract, depending upon the terms of its contract with Verizon.

On the termination of the provision of the services related to data processing to a customer, Verizon and its sub-processors will act in accordance with the instructions of the customer and return, destroy or store the customer personal information, including any copies of the customer personal information, in a secure manner or as otherwise required by the customer. If Verizon and its sub-processors are required to destroy the customer personal information, upon request from the customer, they will certify that they have deleted any copies of the customer personal information.

In the event that Member State law prevents Verizon from returning the customer personal information to a customer or destroying it, Verizon will ensure that such information remains confidential and will not process the customer personal information otherwise than in accordance with the instructions of the customer or as required by applicable law.

RULE 3 – DATA QUALITY AND PROPORTIONALITY

Rule 3 – Verizon will assist controllers to keep the customer personal information accurate and up to date to the extent reasonably possible.

Verizon will comply with any instructions from its customers in order to assist them to comply with their obligation to keep customer personal information accurate and up to date.

When required to do so on instruction from its customers, Verizon will delete, anonymise, update or correct customer personal information. Where for technical reasons customer personal information cannot be deleted, Verizon will advise its customers accordingly and take steps to put such customer personal information beyond use.

Verizon will notify other Group Members or any Third Party sub-processor to whom the personal information has been disclosed accordingly so that they can update their records.

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In practice, when Verizon acts for a customer in its capacity as a cloud provider, Verizon does not have access to the customer personal information of its customers and so when acting in this capacity Verizon is unlikely to be required to delete, anonymise, update or correct such customer personal information.

RULE 4 – RESPECTING INDIVIDUALS' RIGHTS

Rule 4 – Verizon will assist controllers to comply with the rights of individuals.

Verizon will act in accordance with the instructions of its customers and undertake any reasonably appropriate technical and organisational measures to enable its customers to comply with their duty to respect the rights of individuals. In particular, if any Group Member receives a request from an individual exercising their rights under European data protection law, the Group Member will transfer such request promptly to the relevant customer and not respond to such a request unless authorised to do so. Verizon will follow the steps set out in section 6 of the Individuals' Rights Procedure (see [Appendix 1](#)).

RULE 5 – SECURITY AND CONFIDENTIALITY

Rule 5A – Verizon will implement appropriate technical and organisational security measures required by the applicable data protection law as specified in a contract with a controller.

European data protection law expressly requires that where Verizon provides a service to a customer which involves the processing of personal information, the contract between Verizon and its customer imposes clear obligations dealing with the security of that information which will at least meet the requirements of European data protection law to ensure that Verizon has in place proportionate technical and organisational security measures to safeguard the customer personal information.

Group Members will adhere to the security and organisational measures specified in contracts with their customers, and will assist customers in implementing appropriate technical and organisational security measures to facilitate compliance with this Policy in practice (such as data protection by design and by default) so far as is reasonable taking into account the state of the art, cost of implementation, risks to data subjects, nature, scope, context and purpose of the processing.

Rule 5B – Verizon will adhere to its data breach notification policy to controllers.

Verizon will adhere to its data breach notification policy (as revised and updated from time to time) which sets out the process which must be followed in the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information transmitted, stored or otherwise processed (a "**Data Protection Breach**").

In particular, in the event of a Data Protection Breach, the person who becomes aware of the breach within the relevant Group Member will, without undue delay, notify databreachreport@one.verizon.com, which is managed by the Data Protection Director and the commercial legal, regulatory and security team (the "**Data Breach Panel**"). The Data Breach Panel will analyse the details of the Data Protection Breach and notify the customer without undue delay.

If sub-processors are appointed in accordance with Rule 5C below, sub-processors will inform the customer and the processor Group Member of any Data Protection Breach without undue delay.

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Data Protection Breaches suffered by Group Members and Third Party sub-processors, comprising the facts, the effects of such incidents and the remedial action taken, will be documented in a Data Protection Breach report which will be available to the customer on request.

Rule 5C – Verizon will comply with the requirements of a controller regarding the appointment of any sub-processor.

Verizon will inform its customers where processing undertaken on its behalf will be conducted by a sub-processor, and will comply with the particular requirements of a customer with regard to the appointment of sub-processors as set out under the terms of its contract with that customer, and in particular will obtain prior informed specific or general written authorisation of the customer regarding the appointment of any sub-processors. Where the customer has provided general written authorisation, Verizon will ensure that up to date information regarding its appointment of sub-processors is available to those customers at all times so that customers have the opportunity to object before the data have been transferred to a new sub-processor. If, on reviewing this information, a customer objects to the appointment of a sub-processor to process customer personal information on its behalf, that customer will be entitled to take such steps as are consistent with the terms of its contract with Verizon and as referred to in Rule 2B of Part II of this Policy (i.e. Verizon's customer may then suspend the transfer of personal information to Verizon and/or terminate the contract, depending upon the terms of its contract with Verizon).

Rule 5D – Verizon will ensure that sub-processors undertake to comply with provisions which are consistent with (i) the terms in its contracts with its customers and (ii) this Policy, and in particular that the sub-processor will adopt appropriate and equivalent security measures.

Group Members must only appoint sub-processors who provide sufficient guarantees in respect of the commitments made by Verizon in this Policy. In particular, such sub-processors must be able to provide appropriate technical and organisational measures that will govern their use of the customer personal information to which they will have access in accordance with the terms of the Group Member's contract with its customer.

To comply with this Rule, where a sub-processor has access to customer personal information covered by this Policy, Verizon will take steps to ensure that it has in place proportionate technical and organisational security measures to safeguard the customer personal information and will impose strict contractual obligations in writing on the sub-processor consistent with European data protection law which provide:

- commitments on the part of the sub-processor regarding its assistance in the compliance with applicable law, data quality, transparency and purpose limitation principles, individuals' rights and security of that information, consistent with those contained in this Policy (and in particular, and without limitation, Rules 1, 2A, 2B, 3, 4, 5A and 5B above) and with the terms of the contract Verizon has with its customer in respect of the processing in question;
- that the sub-processor will act only on Verizon's instructions when processing customer personal information;
- adequate safeguards (as understood in European data protection law) with respect to transfers of customer personal information to a Third Party sub-processor established in a country outside Europe that European supervisory authorities do not consider ensures an adequate level of protection for individuals' data privacy rights; and

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- such obligations as may be necessary to ensure that the commitments on the part of the sub-processor reflect those made by Verizon in this Policy as may be applicable to sub-processors.

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SECTION B: PRACTICAL COMMITMENTS

RULE 6 – COMPLIANCE AND ACCOUNTABILITY

Rule 6A – Verizon will have appropriate staff and support to ensure and oversee privacy compliance throughout the business.

Verizon has appointed its Director, Privacy Policy & Compliance International as the person to oversee and ensure compliance with this Policy, supported by legal and compliance officers at regional and country level who are responsible for overseeing and enabling compliance with this Policy on a day to day basis. A summary of the roles and responsibilities of Verizon's privacy team is set out in Appendix 2.

Rule 6B – Group Members processing personal information will maintain a written record of their processing activities and make that record available to competent supervisory authorities on request.

The data processing records maintained by Group Members will contain:

- the Group Member's name and contact details;
- the name and contact details of each customer on whose behalf Verizon processes customer personal information and, where applicable, the customer's representative and data protection officer;
- the categories of processing carried out on behalf of a customer;
- details of the third country or countries to which personal information is transferred; and
- where possible, a general description of the technical and organisational security measures used to protect personal information.

RULE 7 – TRAINING

Rule 7 – Verizon will provide appropriate training to employees who have permanent or regular access to customer personal information, who are involved in the collection of customer personal information or in the development of tools used to process customer personal information in accordance with the Privacy Training Requirements attached as Appendix 3.

RULE 8 – AUDIT

Rule 8 – Verizon will comply with the Audit Protocol set out in Appendix 4.

RULE 9 – COMPLAINTS

Rule 9 – Verizon will comply with the Complaint Handling Procedure set out in Appendix 5.

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RULE 10 – CO-OPERATION WITH SUPERVISORY AUTHORITIES

Rule 10 – Verizon will comply with the Co-operation Procedure set out in Appendix 6.

RULE 11 – UPDATES TO THE POLICY

Rule 11 – Verizon will comply with the Updating Procedure set out in Appendix 7.

RULE 12 – ACTION WHERE NATIONAL LEGISLATION PREVENTS COMPLIANCE WITH THE POLICY

Rule 12A – Verizon will ensure that where it believes that the legislation applicable to it prevents it from fulfilling its obligations under this Policy, Verizon will promptly inform (unless otherwise prohibited by law):

- the controller, as provided for in Rule 2B;
- Verizon's Director, Privacy Policy & Compliance International; and
- the supervisory authority competent for the controller and the processor.

Rule 12B – Verizon will ensure that where it receives a legally binding request from a law enforcement agency or state security body for disclosure of personal information transferred outside Europe under this Policy, Verizon will, unless prohibited from doing so by the requesting authority:

- promptly notify the controller; and
- put the request on hold and promptly notify the supervisory authority competent for each of the controller and the processor.

Where Verizon receives a legally binding request for disclosure of information transferred outside Europe under this Policy and is prohibited by a law enforcement authority from putting the request on hold and/or from notifying the relevant supervisory authorities, Verizon will:

- use its best efforts to obtain a waiver of this prohibition in order to communicate as much information as it can and as soon as possible to the relevant supervisory authorities; and
- demonstrate to the competent supervisory authorities the steps it followed to deal with the request in accordance with this Policy.

In these cases, Verizon will provide to the relevant supervisory authorities on an annual basis general information about the nature and number of such requests that it receives, and will ensure that any transfers that it makes to a public authority in the context of this Rule 12B are not massive, disproportionate or indiscriminate in a manner that would go beyond what is necessary in a democratic society.

SECTION C: THIRD PARTY BENEFICIARY RIGHTS

- (a) Where personal information is processed under this Policy by a European Group Member acting as a processor under a data processing agreement with a customer, that individual will have certain third party beneficiary rights to enforce parts of this Policy that are specifically directed to

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processors in relation to that Group Member. These rights relate to Rules 1B, 2, 3, 4, 5, 9, 10, 12 and the right to access the Policy via <https://www.verizon.com/about/privacy/BCRparticipants>, or to obtain a hard copy of the Policy.

- (b) Where personal information is processed under this Policy by a European Group Member acting as a processor under a data processing agreement with a customer and where: (i) the individual whose personal information is transferred is unable to bring a claim against the controller because the controller has factually disappeared or ceased to exist in law or has become insolvent; and (ii) no successor entity has assumed the entire legal obligations of the controller by contract or by operation of law, that individual will have certain third party beneficiary rights to enforce parts of this Policy in relation to that Group Member. These rights relate to Rules 1B, 2, 3, 4, 5, 9, 10, 12 and the right to access the Policy via <https://www.verizon.com/about/privacy/BCRparticipants>, or to obtain a hard copy of the Policy.

This Policy ensures that such individuals are able to enforce the Rules outlined in (a) and (b) above by:

- (i) *making complaints*: individuals make may complaints to a European supervisory authority in the jurisdiction in which the alleged infringement took place, or in which the individual works or habitually resides; and/or
- (ii) *bringing proceedings* against Verizon UK Ltd in the courts of a Member State in which the relevant customer or Verizon has an establishment, or in the jurisdiction in which the individual has his habitual residence.

Where the Group Member and the customer involved in the same processing are found responsible for any damage caused by such processing, individuals may be entitled to receive compensation for the entire damage directly from the Group Member.

These individuals may also seek appropriate redress from Verizon UK Ltd including the remedy of any breach of the Rules listed above, and where appropriate, receive compensation from Verizon UK Limited for any damage whether material or non-material suffered as a result of a breach of the Rules listed above by:

- (i) any Group Member outside Europe; or
- (ii) any Third Party sub-processor which is established outside Europe and which is acting on behalf of Verizon,

in accordance with the determination of a court or other competent authority.

In the event of a claim being made in which an individual has suffered material or non-material damage, the burden of proof to show that a non-European Group Member or any Third Party sub-processor which is established outside Europe and which is acting on behalf of a Group Member is not responsible for the breach, or that no such breach took place, will rest with Verizon UK Ltd.

Verizon UK Ltd will ensure that any necessary action is taken to remedy any breach of this Policy by a Non-European Group Member or any Third Party sub-processor which is established outside Europe and which is processing personal information on behalf of a customer.

PART III: APPENDICES

APPENDIX 1

INDIVIDUALS' RIGHTS PROCEDURE

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**Binding Corporate Rules Controller and
Binding Corporate Rules Processor of
Verizon Enterprise Solutions**

Individuals' Rights Procedure

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Binding Corporate Rules Controller and Binding Corporate Rules Processor of Verizon Enterprise Solutions ("Verizon")

Individuals' Rights Procedure

1. INTRODUCTION

- 1.1 When Verizon processes personal information for Verizon's own purposes, Verizon is deemed to be a *controller* of that information and is therefore primarily responsible for meeting the requirements of European data protection law in relation to the exercise of individuals' rights.
- 1.2 When Verizon acts as a controller, individuals whose personal information is processed by Verizon have the right to:
 - (a) be informed by Verizon whether any personal information about them is being processed by Verizon and, if Verizon does process their personal information, they are entitled to access it (this is known as the right of **access**); and
 - (b) rectify, erase, restrict, port and/or object to the processing of their personal information.
- 1.3 In addition, all individuals whose personal information is processed by Verizon acting as controller, and transferred between Verizon group members ("**Group Members**") as described in the Binding Corporate Rules Controller Policy, will also benefit from the rights described in 1.2 above. Requests to exercise these rights will be dealt with in accordance with the terms of this Individuals' Rights Procedure ("**Procedure**").
- 1.4 This Procedure explains how Verizon deals with requests relating to personal information that fall into the categories in section 1.2 above (referred to as "**valid requests**" in this Procedure). Where the applicable European data protection law differs from this Procedure and requires a higher level of protection for personal data, the local data protection law will prevail.
- 1.5 Information about how individuals may exercise the rights described in section 1.2 above is also set out in the fair processing statements provided to individuals by Verizon.
- 1.6 Requests from individuals relating to the rights described in section 1.2 above may be made via the Verizon website at <https://www98.verizon.com/about/privacy/data-subject-rights>, or orally. Where an oral request is made, Verizon will document the request and provide a copy to the individual making the request before dealing with it.

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- 1.7 Requests from individuals relating to the rights described in section 1.2(a) can be made as explained in section 1.6 above and also in writing using the form provided in Annex 1.

2. INDIVIDUALS' RIGHTS

- 2.1 An individual making a valid request to Verizon when Verizon is a controller of the personal information requested is entitled to:
- (a) be informed whether Verizon is processing personal information about that individual;
 - (b) be given a description of:
 - (i) the purpose for which the personal information is being processed and the categories of personal information concerned;
 - (ii) the recipients or categories of recipients to whom the information is, or may be, disclosed by Verizon, including recipients located outside Europe;
 - (iii) the period for which the personal information will be stored, or the criteria used to determine that period;
 - (iv) the existence of the rights to rectification, erasure, restriction of processing and to complain to a supervisory authority;
 - (v) the source of the personal information and the categories of personal information concerned, if it was not collected from the individual;
 - (vi) the safeguards in place where personal information is transferred from Europe to a third country;
 - (vii) the logic involved in (to the extent required by applicable law) and the significance and consequences of any decision-making undertaken by automatic means, including profiling;
 - (c) be provided with a copy of the personal information held by Verizon. If the request is made by email, the information shall be provided via email, unless the individual making the request indicates otherwise;
 - (d) require the rectification, erasure, restriction and portability of their personal information;
 - (e) not to be subject to a decision based solely on automated processing, including profiling, which produces legal or similar significant effects; and/or

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- (f) object to the processing of his or her personal information.

3. RECEIVING A REQUEST

- 3.1 If a Group Member, including a Non-European Group Member, receives any request from an individual relating to the rights described in section 1.2 above, this must be passed to the Director, Privacy Policy & Compliance International immediately upon receipt indicating the date on which it was received together with any other information which may assist the Director, Privacy Policy & Compliance International to deal with the request. Such requests can be sent to emeadataprotection@intl.verizon.com.
- 3.2 The Director, Privacy Policy & Compliance International will make an initial assessment of the request to decide whether it is a valid request and whether confirmation of identity or any further information is required. The request does not have to be official or mention data protection law to qualify as a valid request.
- 3.3 When the individual making the valid request is not an employee of Verizon and Verizon has reasonable doubts concerning the identity of the individual, Verizon may request such information that it may reasonably require in order to confirm the identity of the individual making the request.
- 3.4 Verizon must deal with a valid request without undue delay and in any event within 1 month of its receipt. Verizon may extend this period, by up to two further months if necessary, if the request is complex. Where Verizon extends the period in which it will deal with a valid request, Verizon will inform the individual of the extension within one month of receipt of their request, together with the reasons for the delay.
- 3.5 The Director, Privacy Policy & Compliance International will contact the individual in writing to confirm receipt of the valid request, seek confirmation of identity or further information (e.g. clarification on the processing activities to which the request relates), if required, or decline the request in accordance with section 4 below.

4. DECLINING VALID REQUESTS

- 4.1 A valid request may be refused on the following grounds:
 - (a) where the request is made to a European Group Member and relates to the processing of personal information by that Group Member, if:
 - (i) the refusal is consistent with the data protection law within the jurisdiction in which that Group Member is located; or
 - (ii) the Group Member demonstrates that the request is manifestly unfounded or excessive; or

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- (b) where the valid request is made to a non-European Group Member and the Director, Privacy Policy & Compliance International is unable to deal with the request in accordance with section 3, the relevant non-European Group Member will only refuse the request if the grounds for such refusal are consistent with the data protection law within the European jurisdiction from which the personal information was transferred.
- 4.2 The Group Member will inform the individual of the refusal of the request within one month of the receipt of the request and of the individual's right to complain to a supervisory authority or seek a judicial remedy in relation to the refusal.

5. VERIZON'S RESPONSE

- 5.1 The Director, Privacy Policy & Compliance International will arrange a search of all electronic and paper filing systems relevant to the request.
- 5.2 The Director, Privacy Policy & Compliance International may refer any complex cases to the Chief Privacy Officer for advice, particularly where the request includes information relating to third parties or where the release of personal information may prejudice commercial confidentiality or legal proceedings.
- 5.3 Where the valid request is a request for subject access, the information requested will be collated by the Director, Privacy Policy & Compliance International into a readily understandable format (internal codes or identification numbers used at Verizon that correspond to personal information shall be translated before being disclosed). A covering letter will be prepared by the Director, Privacy Policy & Compliance International which includes information required to be provided in response to the valid request.
- 5.4 If the valid request is for the erasure, amendment, restriction or portability of personal data, or is an objection to processing or relates to the right not to be subject to automated decision-making where Verizon is the controller for that personal information, such a request must be considered and dealt with as appropriate by the Director, Privacy Policy & Compliance International. In particular:
- (a) if the valid request is advising of a change or any inaccuracy in an individual's personal information, where Verizon is the controller for that personal information, such information must be rectified or updated accordingly if Verizon is satisfied that there is a legitimate basis for doing so;
 - (b) when, pursuant to a valid request, Verizon erases, anonymises, updates, corrects or restricts the processing of personal information, either in its capacity as controller or on instruction of a customer when it is acting as a processor in accordance with section 6 below, Verizon will notify other

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Group Members or any sub-processor to whom the personal information has been disclosed accordingly so that they can also update their records.

- 5.5 If the valid request made to Verizon as a controller is to erase that individual's personal information in accordance with the provisions of applicable European data protection law, the matter will be assessed by the Director, Privacy Policy & Compliance International. Where the processing undertaken by Verizon is required or permitted by law, or is necessary for the exercising of the right of freedom of expression and information, the request will be refused.
- 5.6 All queries relating to this Procedure are to be addressed to the Director, Privacy Policy & Compliance International.

6. REQUESTS MADE TO VERIZON WHERE VERIZON IS A PROCESSOR

- 6.1 When Verizon processes information on behalf of a customer (for example, to provide a service) Verizon is deemed to be a processor of the information and the customer will be primarily responsible for meeting the legal requirements under European data protection law as a controller. This means that when Verizon acts as a processor, Verizon's customer retains the responsibility to comply with applicable data protection law.
- 6.2 Certain data protection obligations are passed to Verizon in the contracts which Verizon has with its customer and Verizon must act in accordance with the instructions of its customer and undertake any reasonably necessary measures to enable its customer to comply with their duty to respect the rights of individuals. This means that if any Group Member receives a request from an individual to exercise his or her rights under European data protection law in Verizon's capacity as a processor on behalf of a customer, that Group Member must transfer such request promptly to the relevant customer and not respond to the request unless authorised by the customer to do so.
- 6.3 When, pursuant to section 5.4 above, Verizon (acting as a processor) is notified by the customer of a request for erasure, rectification or restriction in relation to personal information that had been previously disclosed by a customer, Verizon will update its records accordingly.

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Subject access request form

This form is to be used when you are wishing to exercise your right of access to information held about you by Verizon under European data protection law. This process will provide you with personal data held about you in printed and electronic form. Information relating to other people and certain information which is exempt from the right of access may be withheld from you under applicable law(s).

Please note that this form only applies to your right of access to information. If you want to exercise other data protection rights, you will be able to do so on the following website: <https://www98.verizon.com/about/privacy/data-subject-rights>.

Please complete your details below and sign where indicated. Send the completed form, proof of identity (if required) and other relevant information to:

Director, Privacy Policy & Compliance International (Legal Department), Verizon, Reading International Business Park, Basingstoke Road, Reading, RG2 6DA, or to emeadataprotection@intl.verizon.com.

Please note that the use of this form is optional and you can also exercise your right of access to information by using the link provided above for other data protection rights.

Agents of the Data Subject: Please note that you must provide your own contact details at the end of this form and you **must** provide proof of your entitlement to act on the Data Subject's behalf.

Please complete as much of the following information as you can	
Full name	
	(title) (last) (first)
Current Address	
Town	
County	
Postcode	
Other contact details	
Telephone	

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Email	
Mobile:	
Previous Address (if different in past 3 years)	
Town	
County	
Postcode	
Date of Birth (dd/mm/yy)	
Current/ last post held in Verizon (if applicable)	
Department	
Office location	
Your PeopleSoft/employee no.	

Details regarding what information you are looking for	To help us to meet your request as quickly as possible, please provide as much detail regarding the information you seek.
Hard copy files (specify department & location if known)	
Search criteria (i.e. name, key word, date),	
What is your connection to file? (employee/customer/supplier)	

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Electronic data specify system if known	
Search Criteria (system name, identifier no.,if known)	
What is your connection to file? (employee/ customer)	
Any other filing system	
Search criteria	
Any other information to assist us in meeting your request	

I am an agent acting on behalf of the individual, whose details are above. I enclose evidence of my right to represent the data subject.	
Full name of Agent	
	(title) (last) (first)
Current Address:	
Town	
County	
Postcode	

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Other contact details:	
Telephone	
Email	
Mobile	

Signed: _____

Date: _____

APPENDIX 2

COMPLIANCE STRUCTURE

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**Binding Corporate Rules Controller and
Binding Corporate Rules Processor of Verizon
Enterprise Solutions**

Compliance Structure

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Binding Corporate Rules Controller and Binding Corporate Rules Processor of Verizon Enterprise Solutions (Verizon)

Compliance Structure

1. Overview

- 1.1 Verizon's Organisational Privacy Structure (the "**OPS**") is a global network of privacy professionals. The structure of the OPS is shown on the attached diagram (Annex 1).
- 1.2 The OPS is led by the Vice President & Deputy General Counsel – Chief Privacy Officer (the "**CPO**"), who reports to the Senior Vice President & Deputy General Counsel – Public Policy and Government Affairs, who in turn has responsibility for Verizon's global public policy, federal legislative affairs, federal regulatory affairs, strategic alliances, national security, privacy, and corporate citizenship.
- 1.3 The CPO oversees the US Privacy Team and the International Privacy Team. The latter covers all regions where Verizon has a presence other than the US, namely Europe, Latin America, Asia Pacific and Canada. The responsibilities of each team in the OPS and its reporting channels are clearly identified.

International

The Director, Privacy Policy & Compliance, International (INTL)

- 1.4 The Director, Privacy Policy & Compliance (INTL) is based in Verizon's European HQ in the UK, and is responsible for all aspects of privacy compliance and processing pursuant to the General Data Protection Regulation and applicable laws throughout Verizon's Group Members.
- 1.5 The INTL Privacy Team comprises of 4 privacy counsel: 3 based in Reading in the UK, and 1 based in Arlington, Washington. All report to the Director, Privacy Policy & Compliance INTL and deal with matters of compliance outside the US.
- 1.6 More specifically, the Director, Privacy Policy & Compliance (INTL)'s responsibilities include:
 - ensuring Verizon's compliance with Verizon's Binding Corporate Rules controller and processor policies;
 - in cases where the Internal Audit Department identifies areas of non-compliance with Verizon's Binding Corporate Rules controller and processor policies, ensuring that these are corrected within a reasonable timescale;

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- reviewing new products and services from a privacy perspective to ensure compliance with INTL privacy laws;
- maintaining and updating Verizon's INTL-specific privacy policies and privacy-related instructions;
- counselling business units on internal and external privacy principles and requirements;
- ensuring Verizon's compliance with INTL privacy laws, regulations, principles and policies;
- responding to regulatory bodies and industry organisations regarding opinions, proposals and drafts of proposed changes to INTL privacy legislation and policy;
- working with Verizon Security on security issues which relate to customer or employee privacy;
- providing face-to-face and net-conference privacy training where employees (in teams such as Human Resources, Sales, Customer Services and Billing) are required to have a heightened awareness of INTL privacy issues;
- providing privacy training and updates to employees on existing and new privacy law and policies, including the Binding Corporate Rules controller and processor policies;
- assisting the commercial legal team in contract negotiations and ensuring that Verizon's contracts reflect the requirements of INTL privacy law; and
- ensuring compliance with all in-country elements of INTL privacy law including, where necessary, ensuring that data protection registrations and notifications are complete and permits for the international transfer of personal data are obtained.

1.7 The Director, Privacy Policy & Compliance (INTL) reports to the CPO.

INTL Regulatory Officers

1.8 In addition to the INTL privacy team, Verizon has a team of in-country EU Regulatory Officers who are responsible for data protection compliance in all European countries where Verizon operates. Regulatory Officers assist local employees with specific in-country privacy issues and are a conduit for communication between the INTL Privacy Team and local data protection authorities where required.

US Privacy Team: Verizon's privacy structure in the US

1.9 The Verizon US Privacy Team serves as a centralised privacy and compliance function within the US. The US Privacy Team also provides support to the Chief Information

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Security Officer and the INTL Privacy Team when appropriate on matters that cross multiple regions.

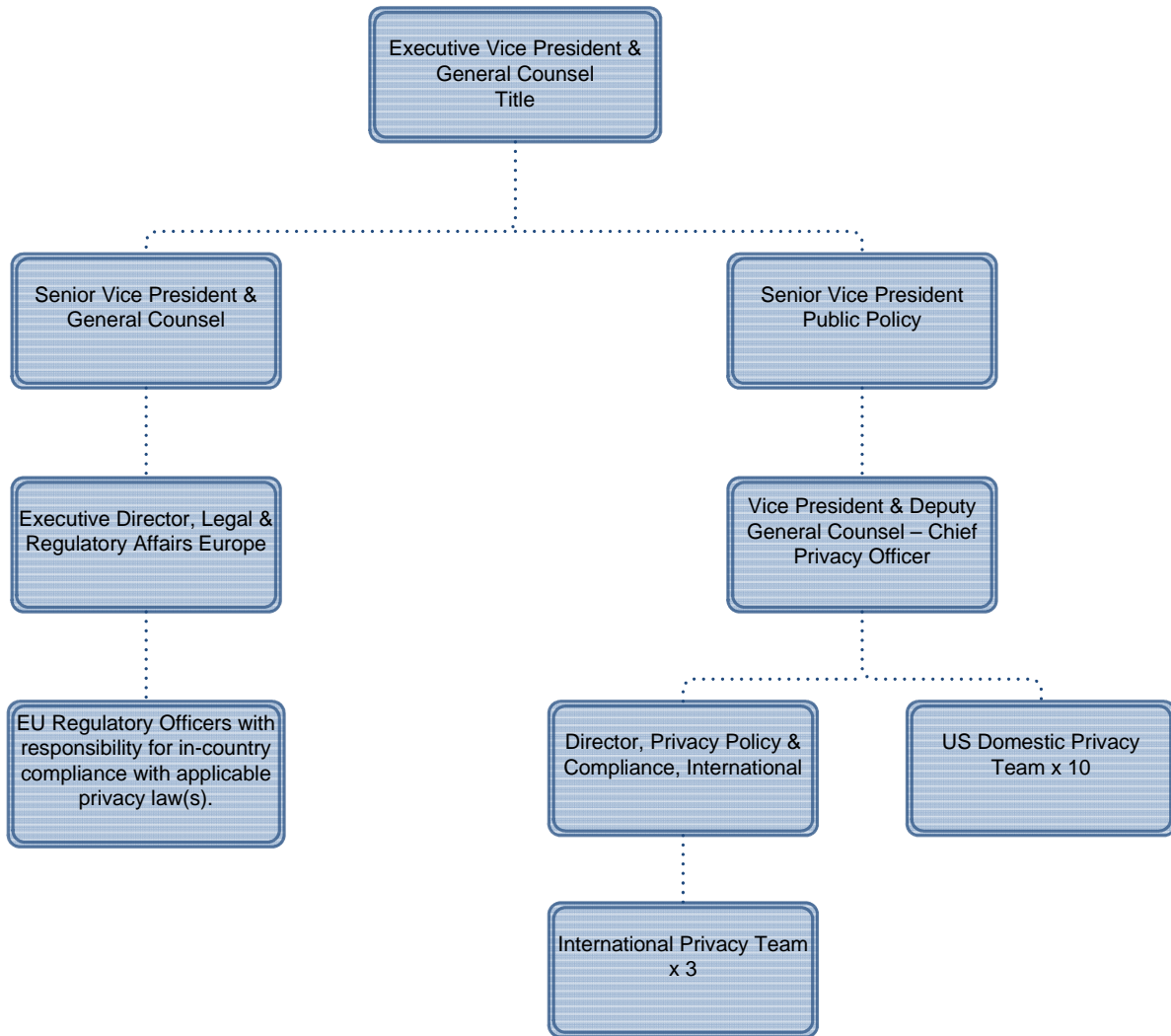
1.10 The Verizon US Privacy Team is responsible for:

- reviewing new products and services relating to US privacy matters;
- maintaining and updating Verizon's US-facing privacy policies and privacy-related instructions to ensure compliance with US law;
- counselling business units on internal and external privacy principles and requirements;
- ensuring Verizon's compliance with US privacy laws, regulations, principles and policies;
- responding to federal and state legislative and regulatory proposals that address the issue of privacy;
- working with Verizon Security on security issues which relate to US customer or employee privacy; and
- providing privacy training and updates to employees on existing and new privacy law and policies.

1.11 In addition to the functions described above, the CPO sits on the company's Compliance Council and the Executive Security Council (VESC). The CPO also reports to the Audit Committee of the Board of Directors and regularly meets with Verizon's Internal Audit team.

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Annex 1 – Verizon Organisational Privacy Structure



APPENDIX 3

PRIVACY TRAINING REQUIREMENTS

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**Binding Corporate Rules Controller and
Binding Corporate Rules Processor of
Verizon Enterprise Solutions
Privacy Training Requirements**

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Binding Corporate Rules Controller and Binding Corporate Rules Processor of Verizon Enterprise Solutions ("Verizon")

Privacy Training Requirements

1. Background

- 1.1 The Controller and Processor Data Protection Binding Corporate Rules of Verizon (the "**Policies**") provide a framework for the transfer of personal information between Verizon group members ("**Group Members**"). The purpose of this Privacy Training Requirements document is to provide a summary of how Verizon trains its staff (the "**employees**") on the requirements of the Policies.
- 1.2 Verizon's Corporate Compliance Department has overall responsibility for compliance training within Verizon, including the delivery and tracking of Verizon's privacy training programs. Training on the Policies is overseen by the Director, Privacy Policy & Compliance International, the Chief Privacy Officer and in-region privacy professionals around the globe.
- 1.3 All Verizon employees receive periodic training on privacy and data protection (the "**General Privacy training**") and on Verizon's Code of Conduct. Training on other specific privacy-related matters such as Records Management, HIPAA Privacy and Security, or country-specific Data Protection is also provided on a need-to-know basis.
- 1.4 Employees who have permanent or regular access to personal information, or who are involved in the processing of personal information or in the development of tools to process personal information, receive additional tailored training on the Policies (the "**BCR Policies training**") and specific data protection issues relevant to their role. This training is further described below and is repeated on a regular basis.
- 1.5 The General Privacy training and the BCR Policies training are together referred to in this document as the "**Privacy and compliance training program**".

2. Overview of training at Verizon

- 2.1 All Verizon employees are required to participate in the General Privacy training program once every two years. The program is called "*Privacy and Information Security*" (formerly, "*Keys to Safeguarding Privacy and Protecting Data*"). This program is alternated with biennial training on Verizon's Code of Conduct, which also covers privacy obligations.
- 2.2 The General Privacy training covers a range of subjects, including data privacy, data protection breaches, and Verizon's Privacy and Information Security policies and procedures.

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2.3 In addition to the yearly training described in section 2.1 and 2.2, Verizon also provides specific training on the Policies as described in section 4 below.

3. Aims of the Privacy and compliance training program at Verizon

3.1 The aim of Verizon's Privacy and compliance training program is to help create and maintain an environment in which:

3.1.1 employees have an understanding of the basic principles of data privacy, confidentiality, and information security;

3.1.2 employees understand Verizon's Privacy and Information Security policies and procedures; and

3.1.3 employees in positions with permanent or regular access to personal information, or who are involved in the processing of personal information or in the development of tools to process personal information, receive appropriate training, as described in section 4, to enable them to process personal information in accordance with the Policies.

3.2 General data protection and privacy training for new joining employees

3.2.1 New employees must complete the General Privacy training, the BCR Policies training (if required) and training on Verizon's Code of Conduct shortly after joining Verizon. The Code of Conduct requires employees to follow Verizon's Privacy and Information Security policies and procedures.

3.3 General data protection and privacy training for all employees

3.3.1 Employees worldwide receive the General Privacy training. This training covers basic data privacy rights and principles and data security in line with the requirements of the Policies. It is designed to be both informative and user-friendly, generating interest in the topic. Completion of the course is monitored and enforced by Verizon's Corporate Compliance Department, which drives 100% completion by all required employees annually and is accountable to the Audit Committee of the Board of Directors.

3.3.2 All employees also benefit from:

(a) Code of Conduct training, which provides a detailed review of Verizon's commitment to ethical behaviour, including specific discussion of key ethics and compliance risks, privacy and security; and

(b) ad-hoc communications consisting of emails, awareness messaging placed on Verizon's intranet pages, and information security posters displayed in offices which convey the importance of information security and data protection issues

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relevant to Verizon, including for example, social networking, remote working, engaging data processors and the protection of confidential information.

4. BCR Policies training

4.1 Verizon's training on the Policies will cover the following main areas and employees receive training appropriate to their roles and responsibilities within Verizon.

4.1.1 Background and rationale

- (a) What is data protection law?
- (b) How data protection law will affect Verizon internationally?
- (c) The scope of the Policies
- (d) Terminology and concepts

4.1.2 The Policies

- (a) An explanation of the Policies
- (b) Practical examples
- (c) The rights that the Policies gives to individuals
- (d) The data protection and privacy implications arising from the processing of personal information on behalf of clients

4.1.3 Where relevant to an employee's role, training will cover the following procedures under the Policies.

- (a) Individuals' Rights Procedure
- (b) Audit Protocol
- (c) Updating Procedure
- (d) Cooperation Procedure
- (e) Complaint Handling Procedure

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5. Further information

Any queries about training under the Policies should be addressed to the Corporate Compliance Department, which can be contacted at: Verizon.Compliance@one.verizon.com.

APPENDIX 4

AUDIT PROTOCOL

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Binding Corporate Rules Controller and Binding Corporate Rules Processor of Verizon Enterprise Solutions

Audit Protocol

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Binding Corporate Rules Controller and Binding Corporate Rules Processor of Verizon Enterprise Solutions (Verizon)

Audit Protocol

1. Background

- 1.1 The purpose of Verizon's Binding Corporate Rules Controller Policy and Binding Corporate Rules Processor Policy (together the "**Policies**" or, respectively, the "**Controller Policy**" and the "**Processor Policy**") is to safeguard personal information transferred between the Verizon group members ("**Group Members**").
- 1.2 The Policies require approval from the supervisory authorities in the European Member States from which the personal information is transferred. One of the requirements of the supervisory authorities is that Verizon audits compliance with the Policies and satisfies certain conditions in so doing, and this document describes how Verizon deals with such requirements.
- 1.3 The role of Verizon's Director, Privacy Policy & Compliance International in the EU headquarters in the UK and the network of Regulatory Officers is to provide guidance about the processing of personal information subject to the Policies and to assess the processing of personal information by Group Members for potential privacy-related risks. The processing of personal information is, therefore, subject to detailed review and evaluation on an on-going basis. Accordingly, although this Audit Protocol describes the formal assessment process adopted by Verizon to ensure compliance with the Policies as required by the supervisory authorities, this is only one way in which Verizon ensures that the provisions of the Policy are observed and corrective actions taken as required.

2. Approach

- 2.1 Overview of audit
 - 2.1.1 Compliance with the Policies is overseen on a day to day basis by the Director, Privacy Policy & Compliance International.
 - 2.1.2 The Internal Audit Department will be responsible for performing and/or overseeing independent audits of compliance with the Policies and will ensure that such audits address all aspects of the Policies. The Internal Audit Department will be responsible for ensuring that any issues or instances of non-compliance are brought to the attention of the Director, Privacy Policy & Compliance International and that any corrective actions to ensure compliance take place within a reasonable timescale.

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- 2.1.3 To the extent that Verizon acts as a processor, audits of compliance with the commitments made in the Processor Policy may also be carried out by or on behalf of Verizon's customers in accordance with the terms of any contract Verizon has with a customer in respect of such processing, and such audits may also extend to any sub-processors acting on Verizon's behalf in respect of such processing. The ability to audit such sub-processors will be carried out in accordance with the terms of the contract between Verizon and the sub-processors.
- 2.2 Timing and scope of audit
- 2.2.1 Audit of the Policy will take place:
- (a) annually in accordance with Verizon's audit procedure(s); and/or
 - (b) more frequently, at the request of the Director, Privacy Policy & Compliance International and/or as determined necessary by the Executive Director, Legal & Regulatory Affairs in the EU.
- 2.2.2 To the extent that a Group Member processes personal information on behalf of a third party controller, audit of the Processor Policy will take place as required under the contract in place between that Group Member and that third party controller.
- 2.2.3 The scope and coverage of the audit performed will be determined by the Internal Audit Department based on a risk-based analysis which will consider relevant criteria, for example: areas of known non-compliance; areas of current regulatory focus; areas of specific or new risk for the business; areas with changes to the systems or processes used to safeguard information; areas where there have been previous audit findings or complaints; the period since the last review; the nature, method and location of the personal information processed; IT systems, applications and databases; onward transfers; and issues arising from conflict of laws or vendor management.
- 2.2.4 In the event that a third party controller on whose behalf Verizon processes personal information exercises its right to audit Verizon for compliance with the Processor Policy, the scope of the audit shall be limited to the data processing facilities, files, documents (where appropriate) and activities relating to that controller. Verizon will not provide a controller with access to systems which process personal information of other controllers.
- 2.3 Auditors
- 2.3.1 Audit of the procedures and controls in place to give effect to the commitments made in the Policies will be undertaken by Verizon's Internal Audit Department, and Verizon may use other accredited internal/external auditors as determined by Verizon.

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- 2.3.2 In the event that a third party controller on whose behalf Verizon processes personal information exercises their right to audit Verizon for compliance with the Processor Policy, such audit may be undertaken by that controller or by independent, accredited auditors selected by that controller as stipulated in the contract between Verizon and that controller, where applicable, in agreement with the supervisory authority.
- 2.4 Report
- 2.4.1 On completion of the audit, the report and findings will be made available to the Director, Privacy Policy & Compliance International and the Executive Director, Legal & Regulatory Affairs Europe responsible for the EU. A summary of the findings will be provided to the EU Management Committee with details of any remedial action required, recommendations and timescales for remedial action to be undertaken.
- 2.4.2 Upon request, and subject to applicable law and respect for the confidentiality and trade secrets of the information provided, Verizon has agreed to:
- (a) provide copies of the results of any audit of the Policies to a European supervisory authority of competent jurisdiction; and
 - (b) to the extent that an audit relates to personal information processed by Verizon on behalf of a third party controller, to make the results of any audit of compliance with the Processor Policy available to that controller.
- 2.4.3 Verizon's Director, Privacy Policy & Compliance International will be responsible for liaising with the European supervisory authorities for the purpose of providing the information outlined in section 2.4.2.
- 2.4.4 In addition, Verizon has agreed that European supervisory authorities may audit Group Members for the purpose of reviewing compliance with the Policies in accordance with applicable law and the terms of the Co-operation Procedure, which is attached as Appendix 6 of the Binding Corporate Rules Controller Policy and of the Binding Corporate Rules Processor Policy of Verizon.

APPENDIX 5

COMPLAINT HANDLING PROCEDURE

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Binding Corporate Rules Controller and
Binding Corporate Rules Processor of
Verizon Enterprise Solutions

Complaint Handling Procedure

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Binding Corporate Rules Controller and Binding Corporate Rules Processor of Verizon Enterprise Solutions (Verizon)

Complaint Handling Procedure

1. Introduction

- 1.1 The Binding Corporate Rules Controller Policy ("**Controller Policy**") and the Binding Corporate Rules Processor Policy ("**Processor Policy**") (together the "**Policies**") safeguard personal information transferred between the Verizon group members ("**Group Members**"). The content of the Policies is determined by the supervisory authorities in the European Member States from which the personal information is transferred and one of their requirements is that Verizon must have a complaint handling procedure in place. The purpose of this Complaint Handling Procedure is to explain how complaints brought by an individual whose personal information is processed by Verizon under the Policies are dealt with.

2. How individuals can bring complaints

- 2.1 All complaints made under the Policies whether Verizon is processing information on its own behalf or on behalf of a customer can be brought in writing or verbally to Verizon's Director, Privacy Policy & Compliance International at emeadataprotection@intl.verizon.com by telephone to 044 (0)118 905 5000, or by writing to Director, Privacy Policy & Compliance International, Verizon, Legal Department, Reading International Business Park, Basingstoke Road, Reading, RG2 6DA. Complaints made verbally shall be recorded by Verizon and verified with the individual making the complaint before taking any further action.

3. Who handles complaints?

3.1 Complaints where Verizon is a controller

- 3.1.1 Verizon's Director, Privacy Policy & Compliance International will handle all complaints arising under the Controller Policy in respect of the processing of personal information where Verizon is the controller of that information. Verizon's Director, Privacy Policy & Compliance International will liaise with relevant business units to investigate the complaint. The Director, Privacy Policy & Compliance International will coordinate a response.

3.1.2 What is the response time?

Verizon's Director, Privacy Policy & Compliance International will acknowledge receipt of a complaint to the individual concerned within 5 working days, investigating and making a substantive response within one month. If, due to the complexity of the complaint or number of requests, a substantive response cannot be given within this period, Verizon's Director, Privacy Policy & Compliance International will advise the complainant of the reason for the delay within one month of receipt of the complaint, and provide a reasonable estimate (not exceeding two further months from the date on which the individual was notified of the extension) for the timescale within which a response will be provided.

3.1.3 When a complainant disputes a finding

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If the complainant disputes the response of the Director, Privacy Policy & Compliance International (or the individual or department within Verizon dealing with the complaint) or any aspect of a finding, and notifies Verizon accordingly, the matter will be referred to the Vice President & Deputy General Counsel – Chief Privacy Officer ("**CPO**") who will review the case and advise the complainant of his/her decision either to accept the original finding or to substitute a new finding. The CPO will respond to the complainant within one month of the referral. If, due to the complexity of the complaint, a substantive response cannot be given within this period, the CPO will advise the complainant of the reason for the delay within one month of receipt of the referral, and provide a reasonable estimate for the timescale (not exceeding two further months) within which a response will be provided. If the complaint is upheld, the CPO will arrange for any necessary steps to be taken as a consequence.

- 3.1.4 Individuals whose personal information is processed in accordance with European data protection law also have the right to: i) complain to a European supervisory authority in the jurisdiction in which the alleged infringement took place, or in which the individual works or habitually resides; ii) and/or to lodge a claim with a court of competent jurisdiction, as described in Section C of the Controller Policy. These rights will apply whether or not they have first made a complaint to Verizon.

3.2 Complaints where Verizon is a processor

- 3.2.1 Where a complaint arises under the Processor Policy in respect of the processing of personal information where Verizon is the processor in respect of that information, Verizon will communicate the details of the complaint to the customer promptly and will act strictly in accordance with the terms of the contract between the customer and Verizon if the customer requires Verizon to deal with the complaint.

3.2.2 When a customer ceases to exist

In circumstances where a customer has disappeared, no longer exists or has become insolvent, individuals whose personal information is collected and/or used in accordance with European data protection law and transferred between Group Members on behalf of that customer under the Processor Policy have the right to complain to Verizon and Verizon will deal with such complaints in accordance with section 3.1 of this Complaint Handling Procedure. In such cases, individuals also have the right to complain to a European supervisory authority in the jurisdiction in which the alleged infringement took place, or in which the individual works or habitually resides; and/or to lodge a claim with a court of competent jurisdiction as described in Section C of the Processor Policy and this will apply whether or not they have first made a complaint to Verizon.

APPENDIX 6

CO-OPERATION PROCEDURE

Confidential

**Binding Corporate Rules Controller and
Binding Corporate Rules Processor of
Verizon Enterprise Solutions**

Co-operation Procedure

Confidential

Binding Corporate Rules Controller and Binding Corporate Rules Processor of Verizon Enterprise Solutions ("Verizon")

Co-operation Procedure

1. Introduction

1.1 This Co-operation Procedure sets out the way in which Verizon will co-operate with the European supervisory authorities in relation to the Binding Corporate Rules Controller Policy and the Binding Corporate Rules Processor Policy (together the "**Policies**").

2. Co-operation Procedure

2.1 Where required, Verizon will make the necessary personnel available for dialogue with a European supervisory authority in relation to the Policies.

2.2 Verizon will actively review and consider:

(a) any decisions made by relevant European supervisory authorities on any data protection law issues that may affect the Policies; and

(b) the views of the European Data Protection Board and any successor body as outlined in its published guidance on Binding Corporate Rules for controllers and Binding Corporate Rules for processors.

2.3 Subject to applicable law and respect for the confidentiality and trade secrets of the information provided, Verizon will provide upon request copies of the results of any audit of the Policies to a relevant European supervisory authority.

2.4 Where any Verizon group member acts as a controller ("**Controller Group Member**") Verizon agrees that:

2.4.1 where the Controller Group Member is located within the jurisdiction of a supervisory authority based in Europe, that particular supervisory authority may audit that Controller Group Member for the purpose of reviewing compliance with the Binding Corporate Rules Controller Policy, in accordance with the applicable law of the country in which the Controller Group Member is located; and

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2.4.2 in the case of a Controller Group Member located outside Europe, that a supervisory authority based in Europe may audit that Controller Group Member for the purpose of reviewing compliance with the Binding Corporate Rules Controller Policy in accordance with applicable European data protection law,

in each case on giving reasonable prior notice and during business hours, with full respect to the confidentiality of the information obtained and to the trade secrets of Verizon (unless this requirement is in conflict with local applicable law).

2.5 Where any Group Member is acting as a processor under the Binding Corporate Rules Processor Policy, that Group Member will cooperate with and accept to be audited by the supervisory authority competent for the relevant controller giving reasonable prior notice and during business hours, with full respect to the confidentiality of the information obtained and to the trade secrets of Verizon (unless this requirement is in conflict with local applicable law).

2.6 Verizon agrees to abide by a formal advice of the applicable supervisory authority where a right to appeal is not exercised on any issues relating to the interpretation and application of the Policies.

APPENDIX 7

UPDATING PROCEDURE

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Binding Corporate Rules Controller and
Binding Corporate Rules Processor of
Verizon Enterprise Solutions
Updating Procedure

Confidential

Binding Corporate Rules Controller and Binding Corporate Rules Processor of Verizon Enterprise Solutions ("Verizon")

Updating Procedure

1. Introduction

- 1.1 This Binding Corporate Rules Updating Procedure sets out the way in which Verizon will communicate changes to the Binding Corporate Rules Controller Policy ("**Controller Policy**") and to the Binding Corporate Rules Processor Policy ("**Processor Policy**") (together the "**Policies**") to the European supervisory authorities, data subjects, its customers and to the Verizon group members ("**Group Members**") bound by the Policies.

2. Material changes to the Policies

- 2.1 Verizon will communicate any material changes to the Policies to the Information Commissioner's Office without undue delay and to any other relevant European supervisory authorities.
- 2.2 Where a change to the Processor Policy affects the conditions under which Verizon processes personal information on behalf of any customer, Verizon will also communicate such information to any affected customer before it is implemented, and with sufficient notice to enable affected customers to object. Verizon's customer may then suspend the transfer of personal information to Verizon and/or terminate the contract, in accordance with the terms of its contract with Verizon.

3. Administrative changes to the Policies

- 3.1 Verizon will communicate changes to the Policies which are administrative in nature (including changes in the list of Group Members) or which have occurred as a result of a change of applicable data protection law in any European country, through any legislative, court or supervisory authority measure to the Information Commissioner's Office and to any other relevant European supervisory authorities at least once a year. Verizon will also provide a brief explanation to the Information Commissioner's Office and to any other relevant supervisory authorities of the reasons for any notified changes to the Policies.
- 3.2 Verizon will make available changes to the Processor Policy which are administrative in nature (including changes in the list of Group Members) or which have occurred as a result of a change of applicable data protection law in any European country, through any legislative, court or supervisory authority measure to any customer on whose behalf Verizon processes personal information.

4. Communicating and logging changes to the Policies

- 4.1 The Policies contain a change log which sets out the date of revisions to the Policies and the details of any revisions made. Verizon's Director, Privacy Policy & Compliance International will maintain an up to date list of the changes made to the Policies.

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4.2 Verizon will communicate all changes to the Policies, whether administrative or material in nature:

4.2.1 to the Group Members bound by the Policies; and

4.2.2 systematically to customers on whose behalf Verizon processes personal information, and to the data subjects who benefit from the Policies, via the Verizon website www.verizon.com/privacy.

4.3 Verizon's Director, Privacy Policy & Compliance International will maintain an up to date list of the changes made to the Policies, the list of Group Members bound by the Policies and, in regard to the Processor Policy, a list of the sub-processors appointed by Verizon to process personal information on behalf of its customers. This information will be available to the data subjects and supervisory authorities (and to the customer in the case of the Processor Policy) on request from Verizon.

5. New Group Members

5.1 Verizon's Director, Privacy Policy & Compliance International will ensure that all new Group Members are bound by and can deliver compliance with the Policies before a transfer of personal information to them takes place.