

August

AWARDS & RECOGNITION

Appendix A - Sub-Processor Overview

<u>Sub-processor</u>	<u>Service purpose</u>	<u>Typical data involved</u>
Google Workspace	Email, calendar, docs, file storage	Contact details, emails, documents, meeting invites
Microsoft Teams	Meetings, chat, file collaboration	Messages, meeting content, files
Slack (Premium)	Collaboration and messaging	Messages, attachments, workspace metadata
Zoom (Premium)	Meetings (where used)	Meeting metadata, audio/video, chat (if enabled)
Fathom (Premium)	Meeting notes/summaries (where used)	Meeting audio/transcript (if enabled), notes, action items
ActivCampaign	Client communications (where used)	Business contact details, email interaction data
PandaDoc	Proposals/contracts and e-signatures	Business contact details, signature/audit trail metadata
Xero	Billing and accounting	Billing contact details, invoices, payment references