

# Terms of Processing

This document is an integral part of the Agreement (as defined in Clause 1.1 (e) of the General Licensing Conditions). The Customer is tasked with identifying the types of data and categories of data subjects to be processed by PRIMAVERA in the name and on behalf of the Customer.

## 1. Processing nature and purposes

Pursuant to the General Licensing Conditions, where PRIMAVERA acts as the Customer's data processor, PRIMAVERA undertakes to process personal data for the provision of the following services and the pursuit of the following personal data processing purposes:

SERVICE	PERSONAL DATA PROCESSING PURPOSE
<b>Storage</b>	Data storage is the maintenance of the Customer's data in the best suited format and on the best possible media
<b>Support situations</b>	Analysis and corrective actions related to reported assistance situations This service can only be provided if and when requested by the Customer
<b>Backup copies</b>	For data replacement in the event of data loss. Data loss can be caused by many things, from computer viruses to hardware failures, to file corruption, fire, flood, or theft. Human error can also be a cause, and important information might be accidentally deleted in the process

## 2. Type of data processed

The Customer shall list on the table below the type of data it wishes PRIMAVERA to process in its name and on its behalf. The Customer may, for such purpose, use categories of processed data (for instance, identification data/banking details):

<b>Identification data</b> (e.g.: name, date of birth, unique identifier)	<b>Yes</b> [ <input type="checkbox"/> ] <b>No</b> [ <input type="checkbox"/> ]	Specify:
<b>Contact information</b> (e.g.: email address, telephone number, physical address, country, location, IP address)	<b>Yes</b> [ <input type="checkbox"/> ] <b>No</b> [ <input type="checkbox"/> ]	Specify:

<p><b>Bank information</b> (e.g.: bank account, IBAN, etc.)</p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Professional information</b> (e.g.: education, career, certifications, salary, CV)</p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Family situation data</b> (e.g.: marital status, family structure and household)</p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Other</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>

### 3. Special data categories

The Customer shall select (if applicable) which special processed data categories it wishes PRIMAVERA to process in its name and on its behalf:

<p><b>Racial or ethnic background</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Political opinions</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Religious or philosophical convictions</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Trade union membership</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Genetic data</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Biometric data</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Health-related data</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>
<p><b>Data relating to sex life or sexual orientation</b></p>	<p>Yes [ ] No [ ]</p>	<p>Specify:</p>

## 4. Data subject categories

The Customer shall select which data subject categories it wishes PRIMAVERA to process in its name and on its behalf:

<b>Customers</b>	[ ]	
<b>Employees</b>	[ ]	
<b>Suppliers</b>	[ ]	
<b>System Users</b>	[ ]	
<b>Other</b>	[ ]	Specify:

The Customer has read and agrees with this document. The Customer undertakes to complete this document and send the completed copy to:

**Edifício PRIMAVERA Lamações 4719-006**

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