

**ANNEX – DIGITAL OPERATIONS (PROCESSING INSTRUCTIONS)**

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| <b>Subject Matter, Nature and Purpose of processing</b> | <i>The Media Company is processing Agency Personal Data for the purpose of delivering to the Agency the Services described in the Agreement.</i><br><i>The specific processing activities to be carried out by the Media Company in respect of such Agency Personal Data are:</i>  |
|   | <div><div><input checked="" type="checkbox"/> Collection of data</div><div><input checked="" type="checkbox"/> Recording of data</div><div><input checked="" type="checkbox"/> Organisation of data</div><div><input checked="" type="checkbox"/> Structuring of data</div><div><input checked="" type="checkbox"/> Storage of data</div><div><input type="checkbox"/> Adaptation of data</div><div><input type="checkbox"/> Alteration of data</div><div><input checked="" type="checkbox"/> Retrieval of data</div><div><input checked="" type="checkbox"/> Consultation with regard to data</div><div><input checked="" type="checkbox"/> Use of data</div><div><input type="checkbox"/> Disclosure of data</div><div><input checked="" type="checkbox"/> Dissemination of data or otherwise making data available to third parties</div><div><input type="checkbox"/> Combining data</div><div><input type="checkbox"/> Erasure of data</div><div><input type="checkbox"/> Destruction of data</div><div><input type="checkbox"/> Other .....</div></div> <div><i>The subject matter of such processing is as indicated below:</i><div><div><input checked="" type="checkbox"/> Marketing services</div><div><input checked="" type="checkbox"/> Advertising services</div><div><input type="checkbox"/> Technology services (such as infrastructure, hosting, software)</div></div></div> |

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|  | <input type="checkbox"/> Other (please specify)  |
| <b>Duration</b>                          | The duration of the processing described herein corresponds to the duration of the Agreement.  |
| <b>Personal Data</b>                     | <p>The subject matter of the processing of Agency Personal Data under the Services Agreement comprises the following data types/categories:</p><br><input type="checkbox"/> Biometric information<br><input checked="" type="checkbox"/> Browsing information<br><input type="checkbox"/> Contact information<br><input type="checkbox"/> Financial information<br><input type="checkbox"/> Government identifiers<br><input type="checkbox"/> Financial information<br><input type="checkbox"/> Social media information<br><input type="checkbox"/> User account information<br><input type="checkbox"/> Other (please specify)<br>..... |
| <b>Data Subjects</b>                     | <p>The Agency Personal Data indicated in the row above relates to the following data subjects:</p><br><input type="checkbox"/> Agency client's personnel<br><input checked="" type="checkbox"/> Agency client's consumers<br><input type="checkbox"/> Other (please specify)<br>.....  |
| <b>Specific Restrictions</b>             | The processing of Agency Personal Data shall be subject to the restrictions described in the Agreement.  |
| <b>Processor Data Protection Officer</b> | As notified to the Agency by the Media Company in writing.   |