



DPA ADDENDUM FOR WFI INSIGHTS MODULES

The DPA ADDENDUM FOR WFI INSIGHTS MODULES is incorporated into the CONTRACT between ATOSS and the CUSTOMER. This DPA ADDENDUM FOR WFI INSIGHTS MODULES supplements, but does not modify, the DPA available at <https://www.atoss.com/en/data-protection-agreement>, or other agreement between CUSTOMER and ATOSS governing the processing of CUSTOMER DATA. In the course of this, all additional information that is not already covered by the DPA and that is required for the data processing in the context of the use of the WFI INSIGHTS MODULES is agreed in this DPA ADDENDUM FOR WFI INSIGHTS MODULES. Unless otherwise defined in this DPA ADDENDUM FOR WFI INSIGHTS MODULES, all capitalized terms used in this DPA ADDENDUM FOR WFI INSIGHTS MODULES will have the meanings given to them in the CONTRACT. This DPA ADDENDUM FOR WFI INSIGHTS MODULES applies, if the CUSTOMER has at least licensed one module of the WFI INSIGHTS MODULES.

The specific scope of the WFI INSIGHTS MODULES shall be agreed by the PARTIES in the CONTRACT. The WFI INSIGHTS MODULES under consideration regularly include matters in the sense of data processing of PERSONAL DATA. The details of the relevant processing operations, in particular the categories of PERSONAL DATA and the purposes for which the PERSONAL DATA are processed on behalf of the CUSTOMER, are specified in **DPA-Exhibit I – Description of the processing** and this DPA ADDENDUM FOR WFI INSIGHTS MODULES.

Description of the processing

In addition to **ATOSS DPA-Exhibit I – Description of the processing**, the description of processing is supplemented by the following details relating to the WFI INSIGHTS MODULES.

1. Categories of data subjects whose PERSONAL DATA is transferred

Depending on the respective CUSTOMER, the following data subjects may be concerned by the processing:

- Authorized Users
- current and former employees
- independent contractors
- job applicants of Customer

2. Categories of PERSONAL DATA transferred

The categories of PERSONAL DATA that are processed in the respective individual CONTRACT depend on the configuration and parametrization selected by the CUSTOMER. Additional information can be found in the respective contractual documents and/or other information provided (e.g., in the context of using our website, digital customer lounge).

In addition to the data categories already specified in **DPA-Exhibit I – Description of the processing**, the following data categories, among others, may be processed in the course of using the WFI INSIGHTS MODULES.

Relevant categories of PERSONAL DATA can be in particular:

- Full or partial name, employee ID number, birthdate, age, and employee photo
- Work location, including region, country, state or province, city, site, and zip or postal code
- Home location, including region, country, state or province, city, and zip code or postal code
- Employment information, such as compensation, tenure, department, and completed training courses
- Recruitment information, such as the date of application, the job applied for, and the offer date
- Health data related to workers' compensation claims
- Organizational Network Analysis (ONA) data
- Employee engagement results
- Gender, nationality, and racial or ethnic origin
- Trade union membership

f) Sensitive Data

CUSTOMER may elect to transfer limited categories of sensitive PERSONAL DATA, such as health data related to workers' compensation claims; gender, nationality, and racial or ethnic origin; and trade union membership. ATOSS does not require CUSTOMERS to transfer such PERSONAL DATA to the WFI INSIGHTS MODULES. If a CUSTOMER elects to submit such PERSONAL DATA, the CUSTOMER represents and

warrants that the CUSTOMER has provided all required notices and obtained and documented all necessary consents that are necessary in accordance with applicable data protection law to transfer such sensitive PERSONAL DATA to the WFI INSIGHTS MODULES.

Sub-processor

In addition to **DPA-Exhibit III – List of authorized sub processors**, the following sub-processor supplement the DPA in connection with the WFI INSIGHTS MODULES.

Company	Registered address	Description of activity	Remark
Sub processors for the operation of the ATOSS CLOUD SERVICE			
Visier Solutions Inc.	400 – 858 Beatty Street, Vancouver, BC V6B 1C1 Canada	Workforce analytics and planning solutions	Sub processor (as far as necessary for the provision of such services)

Service Specific Terms

The WFI INSIGHTS MODULES do not require, and CUSTOMER should not submit the following categories of PERSONAL DATA to the WFI INSIGHTS MODULES, and ATOSS reserves the right to refuse the submission of any such PERSONAL DATA to the WFI INSIGHTS MODULES:

- National identifiers; for example, social security numbers and social insurance numbers.
- Government-issued IDs; for example, drivers' license numbers and passport numbers.
- Credit card numbers and other payment processing information.
- Bank account numbers and other financial account information.
- COVID-19 temperature checks and/or test results from employer-mandated employee testing, which is generally considered to be part of, or stored in, a medical file.

- Any information about an individual who is under the age of 13 or such greater age as may be prohibited by data protection laws or regulations in the jurisdiction where the individual resides - in some countries, the age minimums are as high as 15.