### HOSTED EVALUATION – END USER LICENCE AGREEMENT

THIS AGREEMENT is made between Third Light Limited, registered address Lewis House, Great Chesterford Court, Great Chesterford, Essex, CB10 1PF ("Third Light"), UK registered company 04417540, and the Customer requesting evaluation of Third Light's products.

On acceptance by both parties of any evaluation request, it is agreed as follows -

#### 1. Definitions and Interpretations

In this Agreement, unless the context otherwise requires, the following expressions have the following meanings:

- (1) <u>"Add-on Module"</u> shall mean software modules that at any time may be added on to the Product;
- (2) <u>"Affiliate"</u> shall mean in relation to any party, any company or other legal entity, that is directly or indirectly controlled by, controls directly or indirectly or is under the common control with the party;
- (3) <u>"Evaluation"</u> shall mean a period of testing of the Product for 30 days;
- (4) <u>"Product"</u> shall mean a hosted package of any digital asset management software described at www.thirdlight.com (together with the Documentation where applicable in the context of this Agreement);
- (5) <u>"Capacity Increase"</u> shall mean the additional capacity increase to the Product that may be obtained by a Customer during the term of this Agreement;
- (6) <u>"Documentation"</u> shall mean all related user documentation and manuals, in whatever medium, regarding the proper installation and use of the Product;
- (7) <u>"Effective Date"</u> means the date of submission of the online trial request form;
- (9) <u>"License Agreement" or "Agreement"</u> shall mean this agreement;
- (10)  $\frac{\text{``Term''}}{20 \text{ of this Agreement;}}$  shall have the meaning set forth in clause
- (11) <u>"Upgrade</u>" shall mean the release of a version of the Product containing major changes to the structure of the Product where important new features may be added. The change to an Upgrade will be recognized by an increase in value of the primary version number (e.g. version 7.x to be replaced by version 8.x);
- (12) <u>"Update"</u> shall mean the release of a version of the Product containing improvements and adjustments to the Product, including new features but excluding any incompatible changes. The change to an Update will be recognized by an increase in value of the secondary version number (e.g. version 7.0 to be replaced by version 7.1).

- (13) "Support and Maintenance" shall mean the technical support and Product update services provided free of charge during the Evaluation, including (i) notification of and access to Third Light software patches and documentation released by Third Light; and (ii) notification of and access to Updates and Upgrades.
- (14) "Order Form" means the the online trial request form published by Third Light at thirdlight.com/trial and completed and submitted by the Customer.

In this Agreement, words denoting the masculine gender shall include the feminine and neuter genders and vice versa, and words denoting the singular shall include the plural and vice versa.

The headings in this Agreement are for convenience only and shall not affect their interpretation.

Any reference in this Agreement to any provision of a statute shall be construed as a reference to that provision as amended, re-enacted or extended at the relevant time.

# 2. License Terms

Third Light grants to the Customer a single instance of the Product, including associated Documentation, and a nonexclusive, non-transferable and non-sub-licensable license to use the Product for the duration of the Evaluation.

Customer may not: (i) permit other entities or individuals to copy or borrow the Product, (ii) modify, translate, reverse engineer, decompile, disassemble (except to the extent applicable laws specifically prohibit such restriction and provided that Customer has first requested from Third Light the tools necessary to create interoperable programs), or create derivative works based on the Product, (iii) copy the Product (except as specified herein), (iv) export, directly or indirectly, the Product to any person in violation of applicable export laws, (v) sell, rent, lease, or otherwise transfer rights to the Product, (vi) remove any proprietary notices or labels on the Product, (vii) publish a review, or competitive analysis of the product without seeking prior consent from Third Light. The Customer must not use the Product other than for the purpose of evaluating its suitability for purchase. Without limiting this restriction, the Customer must not make any 'live' or 'production' use of the Product and must not rely upon the uninterrupted availability of the Product, Hosting Services or related services during the Evaluation.

The Customer acknowledges that the Product shall cease to function and any Hosting and associated storage of Customer's data shall cease to be available at the end of the Evaluation.

#### 3. Scope of Agreement

The terms and conditions of this Agreement shall apply to the Evaluation of the Product as well as to any Upgrade or Update to the Product during the evaluation, and to all Add-On Modules and associated Upgrades or Updates to Add-On Modules added during the evaluation.

#### 4. Add-On Modules

The Customer may request access to Add-On Modules during the Evaluation. All such requests shall be subject to feasibility and approval by Third Light.

#### 5. Hosting Services

Third Light shall provide internet hosting services for the Product, including the maintenance and upkeep of the network, hosting environment and associated storage. Customer and its associates shall be entitled to connect to and make use of the evaluation instance of the software using a secure (HTTPS) connection via its own connection to the Internet.

#### 6. Network Access

The Customer shall not assume ownership of any internet IP address associated with Hosting Services.

The Customer shall not attempt to gain access to any part of the Third Light network other than its own services.

#### 7. Prohibited Content

The Customer shall take reasonable action not to knowingly use the Hosting Services to send, distribute, disseminate or receive the following:

- Anything which may defame, abuse, harass, threaten or otherwise violate the legal rights of others;
- b) Any inappropriate profane, defamatory, obscene, indecent or unlawful images, material or information;
- c) Any images, material or information which incite or are reasonably likely to incite discrimination, hate or violence towards one person or a group because of their sex or sexual orientation or because of their belonging to a race, a religion or a nation or that insult the victims of crimes against humanity by contesting the existence of those crimes;
- d) Any images, material or information that infringe the intellectual property of any party;
- Any material that contains viruses, Trojan horses, worms, time bombs or any other similar software or programs that may damage the operation of another's computer or property of another;
- f) Any images, material or information that violate any applicable laws or regulations;
- g) Spam or unsolicited advertising or promotional material;
- h) Images, material or information that cause or are likely to cause annoyance, inconvenience or needless anxiety to any reasonable person.

#### 8. Service Levels and Security

Third Light will use its best endeavours to maintain connectivity to the Internet for the Customer during the Evaluation, subject to the limitations imposed by the nature of the Internet. By using Hosting Services in the evaluation period of the Term, the Customer accepts that there is no Service Level Agreement (SLA). The Customer furthermore accepts all responsibility for selecting and keeping secret the passwords used to access the Product during the Evaluation.

#### 9. Security Scanning

Use of automated scanning or testing software to identify vulnerabilities is specifically prohibited under the terms of this Agreement. Customers are advised that Third Light has an internal security programme, and Customers wishing to perform scanning are invited to coordinate their request with Third Light accordingly.

#### 10. Limited Warranty

Third Light is the owner or licensee of all intellectual property rights in and to the Products and there is no current, pending or threatened litigation against Third Light which could materially impact upon its ability to perform its obligations under this Agreement.

Third Light has full power and right to license the Product and perform all other terms of this Agreement, and the use of Product, or the exercise of the licenses granted hereunder, will not violate or interfere with the intellectual property or contractual rights of any third party, including without limitation, those rights arising under copyright, trademark, trade secret or patent law, provided, however that Third Light shall not be liable for breach of representation and warranty if a violation or interference occurs by reason of content supplied by Customer, content owners, end users or other third parties.

Third Light shall have no obligation or other liability with regard to any error or non-compliance with the warranties set forth above that is caused, in whole or in part by: (a) modifications or alterations to the Product made by the Customer; (b) use of the Product by the Customer other than as contemplated herein; (c) services not provided by Third Light; (d) the negligence or wilful misconduct of Customer; (e) the Customer's implementation and installation of the Products other than in accordance with instructions furnished by Third Light. Third Light shall have no liability to the Customer under this Agreement, or otherwise, by reason of content supplied by the Customer, content owners, end users or other third parties.

Third Light warrants that services provided under this Agreement will be provided with due care and diligence, commensurate with the industry standards and professional conduct of an internet software and services supplier.

Under no circumstances will Third Light be responsible for supporting or correcting any errors in the Products resulting from any modifications made to the Product by Customer, including changes made to layout templates, and Third Light will not be liable for any loss or damage of any nature directly or indirectly caused by such modifications.

# **11. Indemnification**

Third Light agrees to indemnify and hold harmless the Customer from and against any and all third party claims or actions, including any losses, costs, liabilities, reasonable legal fees and other expenses arising from such claim or action, alleging that the Product infringes or violates any copyright, trademark, patent or trade secret of a third party, provided: (i) the Customer gives written notice of any claim to Third Light as soon as is reasonably practicable to do so; and (ii) the Customer shall not make any admission of liability, agreement or compromise in relation to any claim without the prior written consent of Third Light (such consent not to be unreasonably withheld or delayed). In any action based on an infringement claim, Third Light may, at its sole option, either: (a) obtain for Customer the right to

continue using the Product, (b) replace or modify the Product with non-infringing software providing substantially the same functionality, or (c) terminate the license granted hereunder and give Customer a pro rata refund of the amount paid for the Product.

# **12. Disclaimer of Warranties**

Save as described in clause 10 ("Limited Warranty") the Product is provided "as is," without warranty of any kind. Third Light and its licensors and suppliers make no other warranties or conditions, express, implied or statutory, with respect to the Product or the use or operation thereof and specifically disclaim the implied warranties of merchantability or fitness for a particular purpose.

# 13. Limitation of Liability

Under no circumstances shall either party's aggregate liability to the other party arising out of or related to this Agreement exceed the lesser of: (i) the aggregate fees due or paid to Third Light from Customer at the time of such party's claim; or (ii) the actual damages sustained by such party, regardless of whether any action or claim is based on warranty, contract, tort or otherwise. Each party hereby releases the other party from all obligations, liability, claims or demand in excess of this limitation.

Neither party shall be liable for any special, indirect, incidental, or consequential damages, including, but not limited to, any loss of revenues, lost profits, loss of or inaccuracy of data, or lost or interrupted business, however caused and whether based in tort (including negligence), contract, or any other theory of liability, even if such entity has been advised of the possibility of such damages.

This limitation of liability shall apply to the maximum extent permitted by law but neither party excludes any liability for death or personal injury covered by the negligence, fraud or wilful misconduct of that party.

#### 14. Customer's Representations and Warranties

Customer represents and warrants that it has the right to enter into this Agreement, that Customer is duly organised and in good standing under the laws of the country or state of its incorporation and has the power and authority (corporate or otherwise) to execute and deliver this Agreement.

# 15. Title

Title, ownership rights, and any and all intellectual property rights in and to the Product shall remain in Third Light and/or its licensors and suppliers. The Product is protected by copyright laws and international copyright treaties. Title, ownership rights, and intellectual property rights in and to the content accessed through the Product are the property of the applicable content owner and may be protected by applicable copyright or other law. This Agreement gives Customer no additional rights to such content. Except as expressly provided herein, all right, title and interest in and to the Product remains with Third Light and its licensors and suppliers.

The Product makes use of open source components as permitted under the license terms of those components. A summary of those components and associated open source licenses is provided for reference at

https://www.thirdlight.com/images/uploads/documents/cred

its.pdf.

#### 15.1 Customer's intellectual property

The property and copyright or other intellectual property rights in any content uploaded by the Customer (including any images, photographs, graphics, videos, recordings, designs, materials, elements of text, trademarks, copyright, intellectual property, data or other information provided by the Customer) subject to any such rights of any third party shall belong to or continue to belong to the Customer.

#### 16. US Government Restricted Rights

The Product is a "commercial item" as that term is defined in 48 CFR 12.101 (Oct. 1995), consisting of "commercial computer software" and "commercial computer software documentation" as such terms are used in 48 CFR 12.212 (Sept. 1995). Consistent with 48 CFR 12.212 and 48 CFR 227.7202-1 through 227.7202-4 (June 1995), all U.S. Government End Users acquire the Software with only those rights explicitly set forth herein.

#### 17. Purchases in Canada

If the Product is used in Canada, Customer agrees to the following: The parties hereto confirm that it is their wish that this license as well as any other documents relating hereto, including notices, has been and shall be written in the English Language (*Les parties aux présentes confirment leur volonté que cette License de même que tous les documents y compris et tout avis qui s'y rattache soient redigés en langue Anglaise*).

#### **18. Press Releases and Other Promotions**

Neither party may publish a press release concerning the existence of this Agreement or the terms hereof without the other party's prior written consent. No public statements concerning the existence or terms of the Agreement will be made or released to any medium except with the prior written approval of both parties or as otherwise required by statute or regulation.

#### 19. Protection of Data

#### **19.1 Confidential Information**

In performing their obligations under this Agreement the parties will comply with this clause 19 and Third Light will comply with the Third Light Data Protection Policy in place from time to time and which is available at https://www.thirdlight.com/terms-and-conditions.

During the Term and thereafter, each party will use and reproduce the other party's Confidential Information only for the purposes of this Agreement and will restrict disclosure of the other party's Confidential Information to its employees, Affiliates, directors, officers, agents or representatives (including, without limitation, legal counsel and accountants) with a need to know who are under a binding obligation to comply with the restrictions set forth in this clause 19 and will not disclose the other party's Confidential Information to any third-party without the prior written approval of the other party.

Notwithstanding the foregoing, it will not be a breach of this Agreement for either party to disclose Confidential Information of the other party if required to do so under law or in a judicial or other governmental investigation or proceeding, provided that the other party has been given reasonable prior written notice of such disclosure and the disclosing party has sought all available safeguards against widespread dissemination prior to such disclosure.

As used in this Agreement, the term "Confidential Information" refers to: (i) the contents and existence of this Agreement; (ii) all information of whatever nature (whether oral, written, electronic or in any other form and whether marked as confidential or otherwise) relating directly or indirectly to a party and its business, assets, liabilities or financial affairs and made available by one party to the other under the terms or in connection with this Agreement including, without limitation, each party's trade secrets, business plans, strategies, methods and/or practices; (iii) any other information relating to either party or its business that is not generally known to the public, including but not limited to information about either party's personnel, products, customers, marketing strategies, services, pricing or future business plans. Notwithstanding the foregoing, the term "Confidential Information" specifically excludes (A) information that is generally and publicly available other than by breach of this Agreement to the other party; (B) information that is known to either party without restriction, prior to receipt from the other party under this Agreement. from its own independent sources as evidenced by such party's written records, and which was not acquired, directly or indirectly, from the other party; (C) information that either party receives from any third party reasonably known by such receiving party to have a legal right to transmit such information, and not under any obligation to keep such information confidential; and (D) information independently developed by either party's employees or agents provided that either party can show that those employees or agents had no access to the Confidential Information received hereunder.

# **19.2 Data Protection**

In this clause 19.2, "Data Protection Legislation" means: (i) unless and until the General Data Protection Regulation ((EU) 2016/679) ("GDPR") is no longer directly applicable in the UK, the GDPR and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK; and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998.

Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause 19.2 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation. Annex A sets out the scope, nature and purpose of Processing by Third Light, the duration of the Processing and the types of Personal Data and categories of Data Subject.

The parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Data Controller and Third Light is the Data Processor (where "Data Controller", "Data Processor", "Data Subject", "Process" and "Personal Data" have the meanings as defined in the Data Protection Legislation. Without prejudice to the generality of the above:

a) the Customer has (and shall maintain throughout the Term of this Agreement and thereafter) all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to Third Light throughout the Term of this Agreement and thereafter for or in relation to the purposes of

#### this Agreement.

b) Third Light shall, in relation to any Personal Data Processed in connection with the performance by Third Light of its obligations under this Agreement: (i) Process that Personal Data only on the Customer's written instructions unless Third Light is required by the laws of any member of the European Union or by the laws of the European Union applicable to Third Light to Process Personal Data ("Applicable Laws"). Where Third Light is relying on laws of a member of the European Union or European Union law as the basis for Processing Personal Data, Third Light shall promptly notify the Customer of this before performing the Processing required by the Applicable Laws unless those Applicable Laws prohibit Third Light from so notifying the Customer; (ii) ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful Processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful Processing or accidental loss, destruction or damage and the nature of the Personal Data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, anonymising or pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it. For the purposes of this clause 19, credit card numbers shall be protected to the standards defined by the Payment Card Industry Data Security Standard (PCI DSS); (iii) ensure that all personnel who have access to and/or Process Personal Data are obliged to keep the Personal Data confidential; (iv) not transfer any Personal Data outside of the European Economic Area unless the Customer's prior written consent (such consent not to be unreasonably withheld or delayed) has been obtained and the following conditions are fulfilled: (A) the Customer or Third Light has provided appropriate safeguards in relation to the transfer; (B) the Data Subject has enforceable rights and effective legal remedies; (C) Third Light complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and (D) Third Light complies with reasonable instructions notified to it in advance by the Customer with respect to the Processing of the Personal Data; (v) assist the Customer, at the Customer's cost, in responding to any request from a Data Subject and in ensuring compliance with the Customer's obligations under the Data Protection Legislation including (but not limited to) with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators; (vi) notify the Customer without undue delay on becoming aware of a Personal Data breach; (vii) at the Customer's written direction, delete or return Personal Data and copies thereof to the Customer on expiry or termination of this Agreement unless required by Applicable Law to store the Personal Data.

The Customer consents to Third Light appointing any thirdparty Processor of Personal Data under this Agreement. Third Light confirms that it has entered or (as the case may be) will enter with the third-party Processor into a written agreement. As between the Customer and Third Light, Third Light shall remain fully liable for all acts or omissions of any third-party Processor appointed by it pursuant to this clause

# 20. Term and Termination

# 20.1. Term

This Agreement will become effective on the Effective Date and will remain in effect for 30 days whereupon it will terminate.

# 20.2. Termination

Either party may terminate this Agreement with immediate effect by giving written notice if the other party materially defaults under this Agreement and such default is irremediable or, if such default is remediable, fails to cure such default within 7 days after receipt of written notice of such default from the other party.

Either party may terminate this Agreement forthwith if the other party files a petition for bankruptcy, or makes an assignment for the benefit of the creditors, or a receiver is appointed for the other party or its business or an event occurs or proceeding is taken with respect to the other party that has an effect equivalent or similar to any of these events.

The Customer may terminate this Agreement at any time during the Evaluation by providing notice to sales@thirdlight.com.

# 20.3. Results of Termination

All Licenses granted herein shall become null and void upon the termination of this Agreement. The evaluation instance of the Product will be deleted and no backup will be retained.

Following the termination of this Agreement, for whatever reason, Customer shall return to Third Light any and all Documentation or copies or reproductions thereof, and Upgrade(s), Update(s) and enhancements thereto.

Further, upon termination of this Agreement, both parties shall promptly, and in any event within 30 days following termination, return to the other party all other property and Confidential Information belonging to the other, in all forms, partial and complete, in all types of media and computer memory, and whether or not merged with other materials, or, to the extent such return is not reasonably practical, to destroy such property and Confidential Information.

Upon written request by a party, the fact of any such destruction shall be certified in writing to the other party.

# 21. Force Majeure

Neither party shall be liable to the other for any delay or nonperformance of its obligations hereunder in the event and to the extent that such delay or non-performance is due to an event of Force Majeure.

Events of Force Majeure are events beyond the reasonable control of the party which occur after the Effective Date and which were not reasonably foreseeable at the Effective Date and whose effects are not capable of being overcome without unreasonable expense or loss of time to the party concerned.

Events of Force Majeure shall include (without being limited to) denial of service attacks originating externally, war or threat of war, acts of government, natural disasters and acts of God, fire and explosions, flood, tempest, accident or sabotage, insurrection, civil disturbance or requisition, import or export regulations or embargoes, difficulties in obtaining electricity, Denial of Service attacks originating externally, fuel for emergency generators, strikes, lockouts or other industrial actions or trade disputes involving employees of a third party supplier to Third Light.

In such circumstances, the affected party shall be entitled to a reasonable extension of the time for performing such obligations. If the period of delay or non-performance continues for greater than 7 days the party not affected may terminate this Agreement with immediate effect by giving written notice to the affected party.

# **22. Independent Contractors**

Nothing in this Agreement shall create, evidence or imply any agency, partnership or joint venture between the parties. Neither party shall act or describe itself as the agent of the other nor shall it represent that it has any authority to make commitments on the other's behalf.

# 23. Severability

If any provision of this Agreement is declared by any judicial or other competent authority to be void, voidable, illegal or otherwise unenforceable then the remaining provisions of this Agreement shall continue in full force and effect. The judicial or other competent authority making such determination shall have the power to limit, construe or reduce the duration, scope, activity and/or area of such provision, and/or delete specific words or phrases as necessary to render such provision enforceable and, to the greatest extent possible, to achieve the intended commercial result of the original provision.

# 24. Assignment

Either party shall have the right, subject to the prior written consent of the other party (such consent not to be unreasonably withheld or delayed), to assign the Agreement to an Affiliate. Either party may assign this Agreement to any successor provided, however, that the successor is not, in the reasonable opinion of the other party, a competitor of the business and affairs of the other party.

# 25. Counterparts

This Agreement may be executed in multiple counterparts or electronically by using a trial request form provided by Third Light on its web site, completion of which shall be deemed acceptance of this entire Agreement.

# 26. Notices

Both parties agree that notices may be delivered electronically by email. Except as may be otherwise provided herein, all notices, requests, demands, waivers and other communications made pursuant to this Agreement shall be conclusively deemed to have been duly given upon receipt if delivered electronically to the Customer's recognised e-mail address or to Third Light's email address info@thirdlight.com.

# 27. Choice of Law and Forum

This Agreement, its interpretation, performance or any breach thereof, will be construed in accordance with, and all

questions with respect thereto will be determined by, English Law. Both parties hereby irrevocably submit any disputes arising under or in connection with this Agreement to the jurisdiction of the English Courts.

#### 28. Miscellaneous

This Agreement represents the complete understanding and agreement between the parties concerning the subject matter hereof and supersedes all prior agreements and representations between the parties, whether written, oral or otherwise relating thereto.

This Agreement may only be amended in writing, and with the written consent of both parties.

#### 29. Survival

All terms of this Agreement that by their nature extend beyond its termination remain in effect until fulfilled, and apply to respective successors and assigns.

#### 30. Insurance

Third Light Limited holds statutory Employer's Liability Insurance of £10,000,000, Public Liability Insurance of £2,000,000 and, provided this Agreement is governed exclusively by English Law as stipulated in clause 27, above, Professional Indemnity Insurance for a maximum of £500,000 with respect to its primary business activities of distribution of branded hardware, hardware installation, hardware maintenance, sale of shrink-wrapped software, software installation including configuration, software maintenance, provision of managed services and training.

# Annex A

# Processing of Personal Data (GDPR)

# 1. Scope of Processing

Third Light processes personal information in order to fulfil its obligations to the Customer, for example, to provide the products and services contemplated in this Agreement. In meeting its obligations, Third Light stores and processes Personal Data, as described below. This Annex should be read in conjunction with Third Light's Privacy Policy at https://www.thirdlight.com/terms-and-conditions.

### 2. Types of Personal Data

Types of Personal Data	
Forename and surname and associated email address	
Job title and employer's name and associated web site	
Audit of actions within the software	

### 3. Nature of Processing

Types of Personal Data	Nature of Processing
Forename and surname and associated email address	User authentication requests associated with the Product, delivery of newsletters, delivery of trial messages, provision of technical support, delivery of account management messages related to the Product, other services provided by Third Light to the Customer.
Job title and employer's name and associated web site	Billing, support and account management messages, Third Light Customer Relationship Management (CRM), internal planning and reporting by Third Light
Audit of actions within the software	Record created in a database under the Customer's control of each action taken by users of the Software, including a record of the user's name, username and their originating IP/IPv6 address, source/destination addresses of emails issued (data to remain encrypted at rest and in transit)

# 4. Purpose of Processing

Types of Personal Data	Purpose of Processing
Forename and surname and associated email address	Ability to communicate with the Customer electronically

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Job title and employer's name and associated web site	Customer Relationship Management (CRM) and internal planning and reporting
Audit of actions within the software	Implementation of oversight tools for the Customer to disclose activity and changes made within the services provided

# 5. Duration of the Processing

Types of Personal Data	Duration of Processing
Record of products purchased, billing address and any credit card details associated with billing	For the duration of the Agreement + 3 years
Forename and surname and associated email address	For the duration of the Agreement + 3 years
Job title and employer's name and associated web site	For the duration of the Agreement + 3 years
Audit of actions within the software	For the duration of the Agreement + 30 days

# 6. Categories of Data Subject

Categories of Data Subject

The natural person using the software