



General Terms

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The Basics

These are the General Terms that apply to any Service you buy from BT. The Service has its own Order and Schedule with more detailed terms.

1 What words mean

- 1.1 Some of the words and phrases in this document mean specific things. They are capitalised all the way through and explained in the Defined Terms section at the end of this document.
- 1.2 The words below have the following meanings:
 - 1.2.1 'You' and 'your' mean the Customer.
 - 1.2.2 Phrases that refer to 'we', 'our', 'us', 'each of us', 'each of our', 'both of us', 'we each', 'we will each', 'we will both', 'whichever of us', 'one of us', 'neither of us', 'either of us', 'either of our', 'either one of us' and 'we both' mean one or both of BT and the Customer, whichever makes sense in the context of the sentence.
- 1.3 The words 'include' or 'including' do not limit something to just the examples that follow.
- 1.4 Any time either of us has a right or obligation that we may exercise or perform, then whether either of us chooses to exercise or perform that right or obligation will be in that party's sole discretion.
- 1.5 Any reference to a specific law or regulation in the Contract includes that law or regulation as amended, replaced or extended.

2 Order of documents

If there is a conflict between any of the documents, the order of priority, highest first, is:

- 2.1 any Annexes;
- 2.2 the Schedule;
- 2.3 these General Terms;
- 2.4 the Order; and
- 2.5 if applicable to the Service, the BT Price List.

3 When the Contract starts and how long it lasts

- 3.1 The Contract starts on the Effective Date and will carry on until:
 - 3.1.1 one of us ends it (in a way that the Contract allows); or
 - 3.1.2 BT is no longer providing you with the Service, there are no outstanding Orders and all invoices are paid.

4 Some basic principles

- 4.1 BT confirms that it is a legal corporation, authorised to agree the Contract and provide the Service.
- 4.2 You confirm you are legally set up as a business, authorised to agree the Contract and carry out your responsibilities under it.
- 4.3 Where you place an Order acting for purposes that are related to your trade, business or profession, this is a business to business transaction to which the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 does not apply.
- 4.4 The BT Privacy Policy sets out how BT uses your Personal Data and includes more details about what BT can do with it, your rights and BT's obligations.

- 4.5 You will not re-sell the Services to a third party without BT's prior written approval or unless explicitly set out in a Schedule. If BT grants such approval, it will be conditional upon you imposing on the relevant third party in writing obligations no less onerous than those to which you are subject under this Contract (including the Compliance Obligations and the Acceptable Use Policy).

The Service

5 What BT has to do

- 5.1 BT will:
 - 5.1.1 provide you with a Customer Committed Date and will use reasonable endeavours to meet any Customer Committed Date;
 - 5.1.2 provide the Service with the care and skill that would reasonably be expected in the circumstances;
 - 5.1.3 comply with Applicable Law;
 - 5.1.4 comply with, and may exercise its rights in, the Compliance Obligations;
 - 5.1.5 provide information relating to your use of the Service, to authorities, regulators and law enforcement agencies, if it is legally required to; and
 - 5.1.6 if applicable to the Service, take reasonable steps to stop anyone getting unauthorised access to any part of the BT Network.
- 5.2 BT may change the Service so long as the performance of the Service is not materially adversely affected. These sorts of changes might include:
 - 5.2.1 introducing or removing features of the Service; or
 - 5.2.2 replacing the Service with a materially equivalent Service.

6 What you have to do

You will:

- 6.1 provide BT with the names and contact details of the Customer Contact, but BT may also accept instructions from a person who BT reasonably believes is acting with your authority;
- 6.2 provide BT with any information reasonably required, including information in relation to health and safety and the environment, without undue delay, and you will make sure the information provided is accurate and complete;
- 6.3 complete any preparation activities that BT may request to enable you to receive the Service promptly and in accordance with any reasonable timescales;
- 6.4 cooperate with BT and comply with any reasonable requests BT makes to help BT provide the Service;
- 6.5 comply with Applicable Law, and make sure that your Users do as well;
- 6.6 comply with the Acceptable Use Policy and the Compliance Obligations and make sure that your Users do as well; and
- 6.7 for Sites not under BT's control, get all the consents, licences, permissions and authorisations we both need and keep them up to date so BT can provide the Service at the Sites, including for:
 - 6.7.1 making alterations to buildings;
 - 6.7.2 getting into property;



- 6.7.3 dealing with local authorities, landlords or owners;
- 6.7.4 installing BT Equipment or Purchased Equipment; and
- 6.7.5 using the Service over your network or at a Site.

7 If you do not comply with the Acceptable Use Policy or Compliance Obligations

- 7.1 If you do not comply with the Acceptable Use Policy or Compliance Obligations, you will be liable for any Claims, losses, costs or liabilities that BT incurs as a result.
- 7.2 BT may, when there is a serious breach of the Acceptable Use Policy or Compliance Obligations, report you and provide your personal information, including Personal Data, to the relevant law enforcement agency.

8 When BT is not to blame

Subject to the occurrence of a Force Majeure Event, in which case Clause 23 applies, BT will not be liable if it fails to do something under the Contract (including not carrying out any of its responsibilities, carrying them out late or not meeting any Service Levels) to the extent BT's failure is due to:

- 8.1 your failure to carry out any of your responsibilities under the Contract, or you carrying them out late, in which case you will pay BT for any reasonable costs BT incurs as a result of your failure;
- 8.2 anyone other than BT, BT's Affiliates or BT's subcontractors or suppliers doing something, or not doing something, they need to do unless that BT Affiliate, subcontractor or supplier has invoked their force majeure rights under their contract with BT; or
- 8.3 restriction or prevention by Applicable Law, a court order, an application for interlocutory relief or injunction.

Payments

9 Paying what you owe BT

- 9.1 You will pay and be responsible for the Charges, whether the Service is used by you or someone else. This includes all Charges resulting from unauthorised or fraudulent use.
- 9.2 BT will invoice you, and you will pay BT, in pounds sterling.
- 9.3 BT will work out the Charges based on details that BT records or that are recorded for BT. If applicable to the Service, information on how BT measures how much data you use is set out in Section 15, Part 17 of the BT Price List.
- 9.4 If BT issues an invoice online, it will email you when it has done so.
- 9.5 Unless you are disputing an invoice (see Clause 11), you will pay each invoice BT sends you within 28 days of the date on it. You will pay the full amount in cleared funds into BT's bank account, without any set-off, counterclaim, deduction or withholding, unless you legally have to take something off.
- 9.6 BT may reduce the number of days you have to pay each invoice from 28 days to five days, where:
 - 9.6.1 you issue a profit warning; or
 - 9.6.2 any Credit Agency reduces your credit rating, andBT reasonably considers that this will affect your ability to pay invoices.
- 9.7 If you make a payment covering more than one invoice:

- 9.7.1 you will tell BT which amounts to apply to which invoices; and
- 9.7.2 if you do not tell BT, BT may apply the payment to any unpaid invoices at its discretion.
- 9.8 You will pay all Charges by direct debit, unless BT agrees otherwise.
- 9.9 You will advise BT promptly of any changes to your bank details that may affect payment of the Charges.
- 9.10 Where you do not pay by direct debit, unless BT tells you otherwise, BT will:
 - 9.10.1 charge a payment processing fee, as set out in Section 15, Part 12 of the BT Price List; and
 - 9.10.2 deduct the payment processing fee from any money received before any payment is allocated against the Charges for the Service.
- 9.11 As part of BT's credit management procedures, BT may at any time:
 - 9.11.1 require you to pay a deposit, pay the Charges in advance, or provide a guarantee as security for payment of future invoices by the means requested by BT; and
 - 9.11.2 carry out a credit vet on you. You will provide BT or its agents with any information it or they may reasonably require for this.
- 9.12 Charges do not include any Transaction Taxes. If BT sends you a valid tax invoice, you will pay all of the Transaction Taxes due, including those BT has paid or will pay that BT is allowed, by Applicable Law, to pass on to you, and that service providers normally pass on to their customers. BT will not charge any Transaction Taxes on Services where you have already given BT a valid tax exemption certificate.
- 9.13 If applicable, you are liable for any Withholding Taxes (and associated interest and penalties if any) on payments to BT, so that the net amount BT receives is not less than the amount invoiced to you.
- 9.14 If you ask for any change to be made to the agreed billing arrangements for the Service, and that change results in additional Transaction Tax or Withholding Tax to BT or any BT Affiliate that they are unable to fully recover, then, regardless of what it may say elsewhere in this Contract, BT may modify the Charges to reflect the impact of the change and you will pay BT any additional amounts due.

10 What happens if you do not pay BT

- 10.1 If you do not pay an invoice by the date it is due and you are not disputing the invoice in accordance with Clause 11, BT may:
 - 10.1.1 charge you either:
 - (a) a late payment charge, which will be described in the relevant Schedule, Annex, Order or the BT Price List; or
 - (b) interest on the unpaid amount at the annual rate of 4 per cent above the Bank of England's base lending rate at the date of calculation, or at the maximum rate allowed by Applicable Law, whichever is less. The interest will build up and be compounded each day, from the date the invoice was due to the date you pay BT; and
 - 10.1.2 restrict or suspend the Service as set out in Clause 15.1.



- 10.2 You will pay BT any reasonable costs that BT incurs when recovering any amount you owe BT, including debt collection agency and legal costs.

11 Disputing an invoice

- 11.1 If you do not agree with something in an invoice BT sends you before you have made payment, you will give BT Notice within 28 days after the date of the invoice.
- 11.2 If you do not agree with something in an invoice BT sends you after you have made payment, you will give BT Notice of that dispute within six months after the date of the invoice.
- 11.3 You will always pay the undisputed amount of an invoice, and any disputed amount that is less than 5 per cent of the total invoice, in accordance with Clause 9.5.
- 11.4 We will both settle an invoice dispute in accordance with Clause 24.1 and you will pay the amount we both finally agree on within seven days of both of us agreeing it.
- 11.5 BT may still charge you a late payment charge or interest in accordance with Clause 10.1 for any amount that we both agree under Clause 11.4.

Protecting Information

12 Intellectual Property Rights

- 12.1 Intellectual Property Rights will carry on being their original owner's property whether the rights existed before the Contract or came after it.
- 12.2 If BT provides you with Software so you can use the Service, BT gives you a non-transferable and non-exclusive licence to use the Software only for the purposes and in the manner set out in the Schedule. As well as any terms of the Contract, you will also comply with any third party terms that BT make known to you that apply to the use of the Software or Service.
- 12.3 You will not and will ensure that your Users do not, copy, decompile, modify or reverse engineer any Software, or let anyone else do that, unless it is allowed by law or BT has given you permission in writing.
- 12.4 The licence BT gives you in Clause 12.2 will last as long as BT provides you with the relevant Service.
- 12.5 If your use of the Service infringes, or allegedly infringes, someone else's Intellectual Property Rights, BT will indemnify you for Claims, losses, costs or liabilities brought against you as long as you:
- 12.5.1 tell BT promptly about the Claim;
 - 12.5.2 give BT complete control of the Claim straightaway;
 - 12.5.3 do not say anything publicly about the Claim, or do anything that harms BT's defence of it; and
 - 12.5.4 do what you can to help BT with the Claim.
- 12.6 The indemnity in Clause 12.5 will not apply to any part of a Claim that results from or is connected with:
- 12.6.1 your use of any of the Service with equipment, software or another service BT has not supplied;
 - 12.6.2 your modifying the Service without BT's permission;
 - 12.6.3 any content, designs or specifications that have not been supplied by BT or on BT's behalf; or
 - 12.6.4 your using the Service in a way BT has not agreed.

- 12.7 You will indemnify BT for any Claims, losses, costs or liabilities brought against BT that results from or is connected with:

- 12.7.1 your use of the Service with equipment, software or another service BT has not supplied;
 - 12.7.2 your modifying the Service, without BT's permission;
 - 12.7.3 any content, designs or specifications that have not been supplied by BT or on BT's behalf; or
 - 12.7.4 your using any of the Service in a way not permitted by this Contract.
- 12.8 You will stop any activity that led to the Claim against BT as soon as BT gives you Notice or you become aware, or should reasonably have become aware, that your activity was causing a Claim against BT, and BT may ask you to actively defend or settle the Claim.
- 12.9 If using the Service leads to a Claim against you as described in Clause 12.5, or BT believes it is likely to lead to one, BT may, at BT's expense:
- 12.9.1 get you the right to carry on using the Service; or
 - 12.9.2 modify or replace the relevant parts of the Service so that using the Service no longer infringes someone else's Intellectual Property Rights, as long as the performance of the relevant parts of the Service is not materially affected.
- 12.10 The indemnity under Clause 12.5 and the actions in Clause 12.9 are the only remedies you will have for Claims that your use of the Software infringes someone else's Intellectual Property Rights.

13 Keeping things confidential

- 13.1 We will both keep all Confidential Information confidential and neither of us will disclose it, unless one of us needs to do that:
- 13.1.1 to meet our responsibilities or to receive any benefit under the Contract, and then only to our employees, agents, Affiliates, officers, directors, advisers and, for BT only, BT's subcontractors and suppliers, who need to know;
 - 13.1.2 because Applicable Law, a government or regulatory authority, or court of competent jurisdiction says we have to and the party disclosing it will give the other as much notice as reasonably possible before any disclosure.
- 13.2 The party disclosing the Confidential Information in accordance with Clause 13.1.1 will ensure that the people receiving it comply with this Clause 13.
- 13.3 Each of us will return or destroy any of the other's Confidential Information within a reasonable time of the other requesting this by giving Notice.
- 13.4 This Clause 13 will stay in place for a period of three years following the end of this Contract.

14 Data Protection

- 14.1 In this Contract, the following terms each have the meaning given to it in the GDPR: "Binding Corporate Rules", "Controller", "Data Subject", "Personal Data", "Personal Data Breach", "Processing", "Processor" and "Supervisory Authority".
- 14.2 Whether or not any other provision in the Contract may say something different, for BT to provide a Service, Personal Data may be:



- 14.2.1 used, managed, accessed, transferred or held on a variety of systems, networks and facilities (including databases) worldwide; or
- 14.2.2 transferred by BT worldwide to the extent necessary to allow BT to fulfil its obligations under this Contract and you appoint BT to perform each transfer in order to provide the Services provided that BT will rely on appropriate transfer mechanisms permitted by Data Protection Legislation, including:
- (a) BT Group's Binding Corporate Rules (for transfers among BT's Affiliates); and
 - (b) agreements incorporating the relevant standard data protection clauses adopted by the European Commission.
- 14.3 BT will be either Controller, Processor or both under the Contract depending on the type of Personal Data Processed and the purpose of the Processing.
- 14.4 If BT acts as a Controller:
- 14.4.1 BT may collect, Process, use or share Personal Data with BT Affiliates and Sub-Processors, within or outside the country of origin in order to do any or all of the following:
- (a) administer, track and fulfil Orders for the Service;
 - (b) implement the Service;
 - (c) manage and protect the security and resilience of any BT Equipment, the BT Network and the Services;
 - (d) manage, track and resolve Incidents (as defined in the Schedule) with the Service as set out in the Schedule(s);
 - (e) administer access to online portals relating to the Service;
 - (f) compile, dispatch and manage the payment of invoices;
 - (g) manage the Contract and resolve any disputes relating to it;
 - (h) respond to general queries relating to the Service or Contract; or
 - (i) comply with Applicable Law;
- 14.4.2 BT will Process the Personal Data in accordance with applicable Data Protection Legislation and as set out in the BT Privacy Policy and, where applicable, BT Group's Binding Corporate Rules; and
- 14.4.3 BT may, from time to time, contact the Customer Contact, or other network, IT or procurement manager involved in the procurement or management of the Service, to provide additional information concerning the Service or other similar services.
- 14.5 If BT acts as a Processor:
- 14.5.1 the subject-matter, duration, nature and purpose of the Processing, the type of Customer Personal Data and categories of Data Subjects will be set out in the applicable Annex that can be found online at www.bt.com/terms;
- 14.5.2 in order to perform its obligations under the Contract, BT will:
- (a) Process the Customer Personal Data on your behalf in accordance with your documented instructions as set out in Clause 14.5.11, except where:
 - (i) Applicable Law requires BT to Process the Customer Personal Data otherwise, in which case, BT will notify you of that requirement before Processing, unless to do so would be contrary to that Applicable Law on important grounds of public interest;
 - (ii) in BT's reasonable opinion an additional instruction or a change to the instructions provided by you in accordance with Clause 14.5.11 infringes the Data Protection Legislation and BT will inform you of its opinion without undue delay and will not be required to comply with that instruction;
 - (b) to protect the Customer Personal Data against a Personal Data Breach, implement technical and organisational security measures, including those that may be set out in the Schedule, that are appropriate to the risk represented by BT's Processing and the nature of the Customer Personal Data being Processed;
 - (c) provide Notice to you without undue delay after becoming aware of a Personal Data Breach affecting the Customer Personal Data;
 - (d) only use the Sub-Processors approved by you by entering into the Contract or in accordance with Clause 14.5.9; and
 - (e) assist you in your compliance with the Data Protection Legislation, taking into account the nature of the Processing of the Customer Personal Data and the information available to BT, relating to:
 - (i) its obligation to respond to lawful requests from a Data Subject, to the extent practicable;
 - (ii) the security of the Processing of the Customer Personal Data;
 - (iii) notification of a Personal Data Breach affecting the Customer Personal Data to the Supervisory Authority or the Data Subjects; and
 - (iv) a data protection impact assessment as may be required by Article 35 of the GDPR and prior consultation with the Supervisory Authority,and you will reimburse BT's reasonable costs for this assistance except for the assistance set out in Clause 14.5.2(e)(iii) where a Personal Data Breach affecting the Customer Personal Data occurred as a direct result of a breach of BT's obligations set out in Clause 14.5.2(b);
- 14.5.3 unless Applicable Law requires BT to store a copy of the Customer Personal Data, upon expiry or termination of the Contract and at your option, BT will delete or return the Customer Personal Data within a reasonable time period and you will reimburse BT's reasonable costs for this deletion or return of the Customer Personal Data;
- 14.5.4 BT will make available to you the information demonstrating BT's compliance with its obligations set out in Clause 14.5, and, subject to 30 days' Notice from you, allow for and reasonably cooperate with you (or a third party auditor appointed by you) to audit this



compliance at reasonable intervals (but not more than once per year), so long as:

(a) the audit will:

- (i) not disrupt BT's business;
- (ii) be conducted during Business Days;
- (iii) not interfere with the interests of BT's other customers;
- (iv) not cause BT to breach its confidentiality obligations with its other customers, suppliers or any other organisation; and
- (v) not exceed a period of two successive Business Days;

(b) you (or your third party auditor) will comply with BT's relevant security policies and appropriate confidentiality obligations; and

(c) you will reimburse BT's reasonable costs associated with the audit and, where BT conducts an audit of its Sub-Processors to demonstrate BT's compliance with its obligations set out in Clauses 14.5, those of its Sub-Processors.

14.5.5 BT may demonstrate its compliance with its obligations set out in Clause 14.5 by adhering to an approved code of conduct, by obtaining an approved certification or by providing you with an audit report issued by an independent third party auditor (provided that you will comply with appropriate confidentiality obligations and not use this audit report for any other purpose);

14.5.6 BT will not disclose Customer Personal Data to a third party unless required for the performance of the Service, permitted under the Contract or otherwise required by Applicable Law;

14.5.7 BT will ensure that persons authorised by BT to Process the Customer Personal Data will be bound by a duty of confidentiality;

14.5.8 BT may use Sub-Processors in accordance with Clause 26.2 and will ensure that data protection obligations in respect of Processing Customer Personal Data equivalent to those set out in Clause 14.5 will be imposed on any Sub-Processors;

14.5.9 BT will inform you of proposed changes to BT's Sub-Processors from time to time by either:

(a) providing you with online notice of the intended changes at www.bt.com/terms and you will have 30 days starting from the first Business Day of the calendar month following the date of the online notice to object to the change; or

(b) giving you Notice in accordance with Clause 25 and you will have 30 days starting from the date of the Notice to object to the change, and

if you do not object in accordance with Clauses 14.5.9(a) or 14.5.9(b), you will be deemed to have authorised the use of the new Sub-Processors;

14.5.10 you may object to the use of a new Sub-Processor by giving Notice in accordance with Clause 25 documenting material concerns that the Sub-Processor will not be able to comply with the Data Protection Legislation, and if such Notice is received within the time required by Clause 14.5.9, we will both address your objection in accordance with the process set out

in Clause 24.1 and BT may use the relevant Sub-Processor to provide the Service until the objection is resolved in accordance with Clause 24.1;

14.5.11 the Contract contains your complete instructions to BT for the Processing of Customer Personal Data and any additional instructions or changes to the instructions will be incorporated into this Contract in accordance with Clause 31 to take account of any resulting change in the Charges or the Service;

14.5.12 you will comply with applicable Data Protection Legislation and will fulfil all the requirements necessary for the provision of the Service by BT, including providing any notifications and obtaining any regulatory approvals or consents required when sharing Personal Data with BT; and

14.5.13 you will only disclose to BT the Personal Data that BT requires to perform the Service.

14.6 If permitted by Applicable Law:

14.6.1 a party in breach of the Data Protection Legislation or this Clause 14 will be liable to the other for any losses, costs and liabilities (including those arising from Claims) incurred or suffered by the other party where those losses, costs and liabilities are caused by, or in connection with, that breach including where the parties are jointly and severally liable; and

14.6.2 where the parties are jointly and severally liable for a Claim caused by Processing neither party will make any payment or any offer of payment to any Data Subject (including third parties acting on behalf of any Data Subject) in response to any Claim caused by or relating to the Processing of Personal Data, without the prior written agreement of the other party.

14.7 Where each party acts as a Controller in relation to the Processing of Personal Data under the Contract, the parties will not act as joint Controllers for the purposes of Article 26 of the GDPR in relation to such Processing.

14.8 If, in accordance with Clause 32, BT proposes amendments to the Contract to reflect changes to BT's security measures, policies and processes to enable BT to comply with the Data Protection Legislation, you will act reasonably and in good faith.

Ending the Service or the Contract

15 When BT may restrict or suspend the Service

15.1 BT may restrict or suspend the Service:

15.1.1 if BT needs to do Maintenance;

15.1.2 to implement a change under Clause 5.2;

15.1.3 if you do not pay BT on time and in the way described in Clause 9.5; and

15.1.4 if BT reasonably believes:

(a) you have not complied with the Acceptable Use Policy or Compliance Obligations; or

(b) it needs to in order to protect the integrity or security of the BT Network.

15.2 If BT restricts or suspends the Service because of the reasons in Clauses 15.1.3 or 15.1.4:

15.2.1 you will still have to pay the Charges that are payable for the Service until the Service ends; and



15.2.2 BT may apply a Charge, to start the Service again.

15.3 BT may suspend the Service if you do not pay what you owe BT under any other contract that you have entered into with BT, as set out in that other contract.

15.4 If BT decides to restrict or suspend the Service for any of the above reasons, it will let you know beforehand as soon as it reasonably can.

16 Cancelling an Order before the Service Start Date

16.1 You can cancel an Order by giving BT Notice, as long as the Notice reaches BT before the Service Start Date.

16.2 If you cancel an Order in accordance with Clause 16.1, then:

16.2.1 if the cancellation has any impact on volume commitments or otherwise affects the agreed Charges, BT may amend the Charges to reflect this; and

16.2.2 you will pay BT the Cancellation Charges that are described in the Schedule. If there are no Cancellation Charges in the Schedule, but BT has incurred any costs in order to get ready to provide your Service, including cancellation charges from one of BT's subcontractors or suppliers or other costs payable to a third party, you will pay BT those costs that are reasonable in accordance with Clause 9.5.

17 If either of us want to terminate the Contract or the Service

17.1 Either of us at any time on or after the relevant Service Start Date can terminate the Contract in whole or in part by giving Notice in accordance with Clause 17.2 and we will each have to pay the other the amounts set out in Clause 21.

17.2 The required Notice period for terminating under Clause 17.1 is:

17.2.1 as set out in Part A of the Schedule; or

17.2.2 if it is not set out in the Schedule, 90 days.

17.3 As long as you pay the amounts set out in Clauses 21.1 and 21.2 you may, if BT agrees, give BT Notice as set out in Clause 17.1 with either:

17.3.1 a shorter Notice period than as set out in Clause 17.2; or

17.3.2 with no advance Notice period.

18 Terminating the Contract when something has gone wrong

18.1 Either of us may terminate the Contract in whole or in part straightaway by giving the other party Notice to terminate if:

18.1.1 the other materially breaches the Contract and, where it is possible, they do not put the situation right within 30 days after Notice of their breach;

18.1.2 the other materially breaches the Contract and the situation cannot be put right; or

18.1.3 an Insolvency Event applies to the other, and we will each have to pay the other the amounts referred to in Clause 21.1.

18.2 BT may terminate the Contract, if you do not pay what you owe BT under any other contract that you have entered into with BT, as set out in that other contract,

and you will have to pay the amounts referred to in Clause 21.1.

19 Terminating the Contract if there is an event beyond either of our control

19.1 If a Force Majeure Event means the Service is completely and continuously unavailable for more than 30 consecutive calendar days, either of us can terminate the Contract straightaway by giving the other Notice, as long as the Force Majeure Event is still having an effect when the Notice is received, and we will each have to pay the other the amounts referred to in Clause 21.1.

19.2 If the Force Majeure Event has ceased before any Notice to terminate is received by one of us, the right set out in Clause 19.1 will end and the Notice will have no effect.

20 What happens when the Contract is terminated

If the Contract, a Service or any Order is cancelled, terminated or expires, for any reason, it will not affect any rights that either of us have up to that point.

21 What we both need to pay when the Contract is terminated

21.1 If:

21.1.1 the Contract, any Service or any Order is cancelled, terminated or expires, for any reason, including termination under Clause 19.1, each of us will immediately pay the other any money and interest that is due on the date of termination;

21.1.2 the Contract is terminated in whole or in part in accordance with Clause 18.1.3, the party terminating may alternatively set off any amounts due under this Contract or any other contract between us.

21.2 If you terminate the Contract, the Service or any Order using your rights set out in Clause 17, you will pay BT:

21.2.1 the Termination Charges (unless you terminate because BT has made a change to the Contract that causes you material detriment, in which case the terms set out in the Schedule will apply); and

21.2.2 all Charges for the Service that are or would have been performed during the Notice period set out in Clause 17.2 whether or not the Notice period is actually given.

If Something Goes Wrong

22 How far each of us can be held responsible

22.1 The Contract excludes, as far as the law allows, any warranties, conditions or other terms that might be implied by statute or common law.

22.2 Nothing in the Contract excludes or limits the liability of either of us for:

22.2.1 death or personal injury caused by either of us being negligent;

22.2.2 fraud or fraudulent misrepresentation; or

22.2.3 any other liability that cannot be excluded or limited under Applicable Law.

22.3 Other than for those matters set out in Clause 22.2, neither of us will be held liable, regardless of how that liability arose, under or in connection with the Contract, and whether in contract, tort (including negligence or

breach of statutory duty), misrepresentation (whether innocent or negligent), restitution, or in any other way, for:

- 22.3.1 any of the following losses, no matter if those losses are direct or indirect:
- (a) loss of profit, revenue or anticipated savings;
 - (b) loss of business or contracts;
 - (c) loss of goodwill;
 - (d) loss from wasted expenditure, wasted time, or business interruption;
 - (e) loss, destruction or corruption of data;
 - (f) liability to any third parties unless a Clause in the Contract says something different; and
 - (g) any special, indirect or consequential loss or damage.
- 22.4 Other than for those matters set out in Clause 22.2 and Clause 22.5, the total liability of either of us, regardless of how that liability arose and regardless of the number of claims, under or in connection with the Contract, and whether in contract, tort (including negligence or breach of statutory duty), misrepresentation (whether innocent or negligent), restitution, or in any other way, will be limited to the greater of:
- 22.4.1 £100,000, and
- 22.4.2 an amount equal to:
- (a) where the first incident occurs in the first 12 months of the Contract, the Charges that were paid or payable by you, or would have been paid or payable by you had the incident not occurred, for the first 12 months from the Effective Date; or
 - (b) where the first incident occurs at any other time, the mean of the monthly Charges that were paid or payable by you, from the Effective Date to the date when the first incident occurred, multiplied by 12.
- 22.5 Your obligations to:
- 22.5.1 pay any Charges including any interest payable under Clause 10.1.1(b) and any taxes due in connection with the Charges, together with any interest, fines and penalties payable due to your failure to correctly withhold and pay the taxes where applicable;
- 22.5.2 refund any Service Credits; or
- 22.5.3 pay any Termination Charges,
- are in addition to and will not be counted towards the limitations set out in Clause 22.4.
- 22.6 Regardless of what it may say elsewhere in the Contract, both of us will take reasonable steps to mitigate each of our losses, even where that loss occurs as a result of anything that may give rise to a Claim under an indemnity.
- 22.7 If BT fails to meet a Service Level and this means that you are entitled to Service Credits, the only remedy available to you for that failure will be to receive those Service Credits, except when BT's failure amounts to material breach of the Contract, in which case, BT will take the value of any Service Credits given from any amount agreed as payable by BT in accordance with Clause 24.1 or awarded by a court of competent jurisdiction.
- 22.8 BT recommends that you obtain business continuity (or other) insurance that is appropriate for the nature of your business, just in case something goes wrong.
- 22.9 Provided BT has complied with its obligation set out in Clause 5.1.6, BT will not be held responsible for any loss

or damage caused by unauthorised access to any part of the BT Network.

23 Force Majeure Events

- 23.1 If there is a Force Majeure Event the party whose performance is affected by the Force Majeure Event will:
- 23.1.1 take all reasonable steps to find a solution by which the Contract may be performed despite the continuance of the Force Majeure Event;
 - 23.1.2 inform the other party as soon as it reasonably can on the nature and extent of the Force Majeure Event affecting the Service and the reasonable steps which are being taken to find a solution by which the Contract may be performed despite the continuance of the Force Majeure Event;
 - 23.1.3 not be liable for failing to do something they should have done, or for not doing it completely or on time to the extent this is caused by the Force Majeure Event;
 - 23.1.4 get a reasonable amount of extra time to perform the obligation that is affected by the Force Majeure Event; and
 - 23.1.5 still be liable for any breaches of Contract prior to the Force Majeure Event where the other party has used their rights set out in Clause 18.
- 23.2 Nothing in this Clause 23 affects your obligation to pay BT any amounts payable under the Contract on time and in the way described in Clause 9.5.

24 Settling disputes

- 24.1 We will both do what we reasonably can to settle any dispute or claim that occurs under or in relation to this Contract, and to avoid having to get the courts or regulatory authorities involved.
- 24.2 BT will try to resolve any complaint or dispute that you may have with BT in accordance with the procedure set out in Clauses 24.3 to 24.5 below. If the matter is not resolved through that procedure, then you may refer it to adjudication, where appropriate, in accordance with the details set out in BT's Customer Complaints Code set out at <http://www.bt.com/complaintscode> copies of which are available on request.
- 24.3 We will both use the following dispute resolution process:
- 24.3.1 whichever of us is affected will provide Notice of the complaint that clearly sets out the full facts and includes relevant supporting documents;
 - 24.3.2 we will both use reasonable endeavours to settle the dispute within 14 days of getting the complaint and will make sure to give regular updates to the other during the 14 days;
 - 24.3.3 if the dispute is not settled after 14 days (or any other period agreed by both of us in writing), the dispute can be escalated to a senior executive of either of us (someone at vice president level or above); and
 - 24.3.4 if the dispute is still not settled 14 days after it is escalated, we will both consider mediation as set out in Clause 24.4.
- 24.4 After complying with Clause 24.3, either of us may, by giving Notice to the other, propose a mediator, in which case:
- 24.4.1 unless we both agree to another date, the other party will either confirm their acceptance of the



mediator or propose another mediator within 15 days of the date of the Notice;

24.4.2 if both of us cannot agree on the choice of mediator within a further 15 days, the mediator will be appointed by the London Court of International Arbitration or an equivalent independent body;

24.4.3 unless we both agree otherwise, any mediation will happen in London, in English; and

24.4.4 unless we both agree otherwise, we will both share the costs of mediation equally.

24.5 Nothing in this Clause 24 stops either of us:

24.5.1 seeking interlocutory or other immediate relief if one of us is at risk of imminent harm, unless something in the Contract already provides an adequate remedy;

24.5.2 going to a court of competent jurisdiction if either of us considers it reasonable; or

24.5.3 doing anything else this Contract lets us do.

Everything Else

25 Sending Notices under the Contract

25.1 If one of us needs to give the other Notice, they will do it in writing, in English and:

25.1.1 send it by email, in the case of Notices from BT to you only;

25.1.2 deliver it by hand; or

25.1.3 send it by first class post, recorded delivery or courier.

25.2 Notices need to be sent to:

25.2.1 BT, at the postal address shown on the invoice or any other address that BT tells you to send Notices to; or

25.2.2 you, at the address that you ask BT to send invoices to, the address of the Site, your primary email address, or, if you are a limited company, your registered office address as of the date of the Notice or any other address or email address you tell BT to use by giving Notice to BT.

25.3 If either of our contact details change, we will both tell the other straightaway by giving Notice.

25.4 The recipient is deemed to have received the Notice on the date (or if the date is not a Business Day, then on the next Business Day):

25.4.1 of transmission, if it is an email;

25.4.2 the Notice is left at the address or someone signs for it on behalf of the addressee, if it is delivered by hand or sent by courier; or

25.4.3 three days after posting, if it is sent by first-class post or recorded delivery.

26 Transferring to another party

26.1 Either of us may assign the benefit of the Contract to an Affiliate by giving the other Notice, but if either of us chooses to assign the benefit of the Contract to an entity that is not an Affiliate, they need to get the other's permission in writing beforehand.

26.2 BT may subcontract any of BT's responsibilities under the Contract to another entity, including to a BT Affiliate, but if it does, it will still be responsible to you under the Contract.

26.3 If BT subcontracts the performance of any of BT's rights or obligations to a BT Affiliate as described in Clause 26.2, you will, once you receive Notice from BT, deal directly with the BT Affiliate for ordering, provisioning or maintaining the Service.

26.4 By giving you Notice, BT can novate the Contract, a Service or an Order to a BT Affiliate. If BT does, all BT's rights, responsibilities and liabilities will transfer to the BT Affiliate and you will need to deal with the BT Affiliate instead of BT as BT will no longer be a party to the Contract in relation to the relevant Service.

26.5 Either of us can assign or transfer our right to collect payments, receivables or other assets arising as a result of the Contract.

27 Third parties' rights

A person who is not a party to the Contract will not have any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract, even if a term seems to give the party a particular benefit.

28 No partnership or agency arrangement

Unless a Clause in the Contract says something different, the Contract does not:

28.1 set up any partnership, exclusive arrangement or joint venture between us;

28.2 make one of us the agent of the other; or

28.3 authorise either of us to enter any commitments for, or on the behalf of, the other.

29 No waiver

If either of us does not do, or delays doing, something that this Contract allows, they will not have waived their right to do it, unless the Contract says something different.

30 What happens if part of the Contract is illegal, invalid or unenforceable

30.1 If any court of competent jurisdiction finds that any part of the Contract is illegal, invalid or unenforceable, that part will be considered removed, but no other part of the Contract will be affected.

30.2 If any illegal, invalid or unenforceable part of the Contract would be legal, valid or enforceable if part of it were removed, we both will negotiate in good faith to change the Contract so it reflects what we both originally intended as much as possible.

31 Service Amendment

31.1 You may request, by giving BT Notice, a change to:

31.1.1 an Order for the Service (or part of an Order) at any time before the applicable Service Start Date; or

31.1.2 the Service at any time after the Service Start Date,

and where BT agrees to the change you will pay any additional Charges.

31.2 BT has no obligation to proceed with any change that you request in accordance with Clause 31.1.

31.3 If BT changes a Service prior to the Service Start Date because you have given BT incomplete or inaccurate information, BT may, acting reasonably, apply additional Charges.

32 Making changes to the Contract



BT may make changes to the Contract as set out in the Schedule.

33 After the Contract ends

At the end of the Contract, provisions in the Contract that we both expect to remain in place after it ends will stay in place.

34 The Contract stands on its own

- 34.1 The Contract sets out the whole agreement between both of us and replaces any previous communication between us.
- 34.2 Your own standard terms are not part of the Contract even if you provided them to BT before signing the Contract, or if you send them to BT or refer to them in an Order.
- 34.3 By agreeing the Contract, each of us acknowledges they have not relied on any representation, warranty, collateral contract or other assurance (made negligently or innocently) except for the ones in the Contract. Each of us also waives all rights and legal remedies they might have had if it were not for this Clause 34.

35 Choice of law and courts

- 35.1 The laws of England and Wales will apply to the Contract and any disputes or claims in connection with it or our relationship, including non-contractual ones.
- 35.2 Only the courts of England and Wales will be able to rule on any disputes or claims in connection with the Contract or our relationship, including non-contractual ones.

36 Counterparts

The Contract can be signed on one or more copies. Any single counterpart, or a set of counterparts signed, in either case, by both of us will constitute a full original of the Contract for all purposes.

Defined Terms

"Acceptable Use Policy" means specific rules that you have to follow when using the Service. You can find the policy at www.bt.com/acceptableuse (or any other online address that BT may advise you).

"Affiliate" means any entity that directly or indirectly controls or is controlled by either one of us, or is jointly controlled with either you or BT.

"Annex" means any annex to the Schedule that describes the Service or sets out specific terms that apply to it.

"Applicable Law" means the laws of England and Wales and any laws and regulations, as may be amended from time to time, that apply to the provision or receipt of a Service, including:

- (a) anti-corruption laws set out in the Bribery Act 2010 and the Foreign Corrupt Practices Act of 1977 of the United States of America; and
- (b) all applicable export laws and regulations, including those of the United States of America.

"BT" means British Telecommunications plc of 81 Newgate Street, London, EC1A 7AJ, registered in England with company number 1800000.

"BT Equipment" means any equipment and any related Software that BT owns or that is licensed to BT and that BT uses to provide the Service.

"BT Group" means BT Group plc and its Affiliates.

"BT Network" means the communications network owned or leased by BT and used to provide the Service.

"BT Price List" means the document containing a list of BT's charges and terms that can be accessed at: www.bt.com/pricing (or any other online address that BT may advise you).

"BT Privacy Policy" means the policy that BT has implemented and may update from time to time on how it Processes Personal Data and that is set out at: <https://www.bt.com/privacy-policy>.

"Business Day" means any day generally seen locally in the place where the Service is provided as a working day and excluding national, public and bank holidays. If one of us is supposed to do something on a day that is not a Business Day, then they will need to do it on the next Business Day.

"Cancellation Charges" means any compensatory charges payable by you to BT on cancellation of an Order in accordance with Clause 16 and as set out in a Schedule.

"Charges" means the fees and charges that you pay in relation to Service as set out in the Schedule.

"Claim" means any legal claims, actions or proceedings against one of us, whether threatened or actual, whether by a third party or the other party to this Contract.

"Compliance Obligations" mean those provisions, obligations and rights set out under the drop-down heading 'Compliance Obligations' at

www.globalservices.bt.com/uk/en/footer_links/terms (or any other online address that BT may advise you).

"Confidential Information" means confidential information either of us (or each of our officers, employees, agents, subcontractors, suppliers, advisers or Affiliates) gives the other after the date of the Contract, no matter how it is recorded, stored or disclosed and includes:

- (a) the Contract;
- (b) information about technical or commercial know-how, specifications, inventions, processes or initiatives; or
- (c) any information a reasonable business person would see as confidential about:
 - (i) the business, affairs, customers, clients, subcontractors, suppliers, plans or strategy of either of us or our Affiliates; and
 - (ii) the operations, processes, product information, know-how, designs, trade secrets or software of either of us or our Affiliates,

but it does not include:

- (a) information that is available to the public, or becomes available, unless it is because one of us breaches the Contract;
- (b) information that was already available to the receiving party on a non-confidential basis;
- (c) information we both agree in writing is not confidential information; or
- (d) information that was developed by or for the receiving party independently of the confidential information.

"Contract" means the agreement between you and BT that is made up of these General Terms, the Schedule, any Annexes, the Order, and if applicable to the Service, the BT Price List.

"Credit Agency" means Experian, Equifax and Callcredit.

"Customer" means the party BT contracts with to provide the Service to.

"Customer Committed Date" means the date provided by BT on which delivery of the Service (or each part of the Service, including to each Site) is due to start.

"Customer Contact" means any individuals authorised to act on your behalf for Service management matters.

"Customer Personal Data" means only the proportion of Personal Data where you are the Controller and that BT needs



to Process on your behalf as a Processor in providing the Services to you under the Contract.

"Data Protection Legislation" means collectively (i) any applicable laws of the European Union, (ii) any applicable local laws relating to the Processing of Personal Data and the protection of an individual's privacy, (iii) the GDPR, and (iv) any binding guidance or code of practice issued by a Supervisory Authority.

"Effective Date" means, except where BT gives you Notice otherwise, the date you accept BT's offer to enter into the Contract, as further described in the order confirmation email.

"Force Majeure Event" means any event that neither of us can control and that stops or delays either of us from doing something, including:

- (a) natural event including a flood, a storm, lightning, a drought, an earthquake or seismic activity;
- (b) an epidemic or a pandemic;
- (c) a terrorist attack, civil war, civil commotion or riots, war, the threat of war, preparation for war, an armed conflict, an imposition of sanctions, an embargo or a breaking-off of diplomatic relations;
- (d) any law made or any action taken by a government or public authority, including not granting or revoking a licence or a consent;
- (e) collapsing buildings, a fire, explosion or accident; or
- (f) any labour or trade dispute, a strike, industrial action or lockouts.

"GDPR" means the General Data Protection Regulation (EU) 2016/679 and any amendment or replacement to it, (including any corresponding or equivalent national law or regulation that implements the GDPR).

"General Terms" means these terms.

"Insolvency Event" means any of the following events that occurs where one of us:

- (a) becomes the subject of a bankruptcy order;
- (b) becomes insolvent;
- (c) makes any arrangement or composition with its creditors, or assignment for the benefit of its creditors;
- (d) goes into voluntary or compulsory liquidation, except for reconstruction or amalgamation purposes;
- (e) stops trading or operating;
- (f) owns any assets that are material to the operations of all or substantially all of its business that are seized or have a receiver or administrator appointed over them; or
- (g) faces any of these situations because a notice is given, a petition is issued, a resolution is passed, or any other step is taken in their jurisdiction.

"Intellectual Property Rights" means any trademark, service mark, trade and business name, patent, petty patent, copyright, database right, design right, community design right, semiconductor topography right, registered design, right in Confidential Information, internet domain name, moral right and know-how, or any similar right in any part of the world. Any applications for registering any of these rights that can be registered in any part of the world are also included.

"Maintenance" means any work on the BT Network or Service, including to maintain, repair or improve the performance of the BT Network or Service.

"Notice" means any notice to be given by one of us to the other under the Contract in accordance with Clause 25.

"Open Source Software" means software BT has distributed to you that is licensed under a separate open source licence.

"Order" means any order or part of an Order you give to BT that is accepted by BT for the Service.

"Purchased Equipment" means any equipment, including any Software, that BT sells or licenses to you.

"Schedule" means the schedule that describes the Service and sets out the specific terms that apply to it, and includes any Annexes for the Service except for the purposes of Clause 2.

"Service" means the service that BT provides under the Contract. If relevant, it includes the service for a particular Site, or a part or component of the Service and may also include content that BT has provided to you as well as Purchased Equipment.

"Service Credit" means any remedy for failure by BT to meet a Service Level as set out in the Schedule.

"Service Level" means the agreed minimum level of performance BT will provide for the Service.

"Service Start Date" means the date BT first makes the Service available to you.

"Site" means any place identified in a Schedule or Order from or to which BT provides the Service.

"Software" means any software in object code format only and related documentation (whether on tangible or intangible media) that BT provides to you as part of the Service. It includes any embedded software but it excludes Open Source Software.

"Sub-Processor" means a BT Affiliate or BT's supplier or subcontractor that BT engages to Process Customer Personal Data for the purposes of the Contract.

"Termination Charges" means any compensatory charges payable by you to BT on termination of the Contract in whole or in part, in accordance with Clause 17 and as set out in the Schedule.

"Transaction Taxes" mean value added tax (VAT), goods and services tax (GST), sales, consumption, use or other similar taxes, customs duties, excise taxes, and regulatory and other fees or surcharges relating to the provision of the Service.

"User" means any person you allow to use the Service.

"Withholding Tax" means any tax, deduction, levy or similar payment obligation that is required to be deducted or withheld from a payment under Applicable Law.



Design and Implementation Schedule to the General Terms

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A note on 'you'

'You' and 'your' mean the Customer.

Phrases that refer to 'either of us', 'neither of us', 'each of us', 'both of us', 'we each' or 'we both' mean one or both of BT and the Customer, whichever makes sense in the context of the sentence.

Words defined in the General Terms

Words that are capitalised but have not been defined in this Schedule have the meanings given to them in the General Terms.

Part A – The Service

1 Service Summary

BT will provide you with a design and implementation service comprising the Standard Service Component up to the point of the Service Management Boundary as set out in Paragraph 3 ("**Service**").

2 Standard Service Component

BT will provide you with the following standard service component ("**Standard Service Component**") in accordance with the details as set out in any applicable Order:

2.1 Design and implementation engineer

- 2.1.1 BT's design and implementation service is available in each of the following technology areas of the information technology market place: datacentre, cloud and hosted solutions ("**DCH**"); networking ("**Networking**"); security ("**Security**"); unified communications and collaboration ("**UCC**"); and end user computing ("**EUC**").
- 2.1.2 BT will provide you with suitably qualified engineering resource ("**Design and Implementation Engineers**") who will work with you either on your Site or remotely (as appropriate). Design and Implementation Engineers will typically have relevant vendor accreditation at the appropriate level or possess skills or experience similar to that of a design and implementation engineer who has relevant vendor accreditation at the appropriate level.
- 2.1.3 The Design and Implementation Engineer will typically perform the tasks at the typical qualification/skill level and technology area as set out in **Table 1** in Paragraph 12 during the relevant Service Hours.

3 Service Management Boundary

- 3.1 BT will provide the Service as set out in Parts B and C of this Schedule and as set out in any applicable Order ("**Service Management Boundary**").
- 3.2 BT will have no responsibility for the Service outside the Service Management Boundary.

4 Service Exclusions

- 4.1 The Service does not cover work:
 - 4.1.1 at heights above three metres;
 - 4.1.2 at your request outside the Service Hours; or
 - 4.1.3 outside the United Kingdom.

5 Associated Services

If BT provides you with any services other than the Service this Schedule will not apply to those services and those services will be governed by their separate terms.

6 Specific Terms

6.1 Amendments to the General Terms

- 6.1.1 Clauses 3.2 and 3.3 of the General Terms are deleted.
- 6.1.2 The definition of Effective Date given in the General Terms is deleted and replaced with the following:
"**Effective Date**" means the date BT accepts your Order either expressly or, in the absence of express acceptance, impliedly by BT's provision of the Service including the making of a commitment on any third party supplier by BT in anticipation of providing the Service.

6.2 Termination for convenience



Regardless of what it says in Clause 17 of the General Terms, you cannot terminate for convenience the Contract, the Service or any applicable Order.

6.3 **Customer Committed Date**

6.3.1 If you request a change to the Service or any part of the Service, BT may revise the Customer Committed Date to accommodate that change.

6.3.2 BT may expedite delivery of the Service for operational reasons or in response to a request from you, but this will not revise the Customer Committed Date.

6.4 **TUPE**

It is not intended that the provision of the Service be a relevant transfer of an undertaking under the Transfer of Undertakings (Protection of Employment) Regulations 2006 as updated, amended or replaced from time to time ("**TUPE**") and that the provisions of TUPE will not apply at the start of the Service.

6.5 **Freedom of information**

6.5.1 BT will mark any Confidential Information given to you in connection with the Contract "**In Confidence**" and you will not disclose such Confidential Information to any person without BT's consent.

6.5.2 BT believes that such information will be exempt from the duty to confirm or deny, and from disclosure, under the Freedom of Information Act 2000.

6.5.3 Where you receive a request in accordance with the Freedom of Information Act 2000 that encompasses any information you hold in connection with the Contract, you will provide BT Notice, to the extent lawfully possible, of the request and you will allow BT at least 10 Business Days in which to make representations.



Part B – Service Delivery and Management

7 BT's Obligations

7.1 Service delivery

Before the Service Start Date and, where applicable, throughout the provision of the Service, BT will:

- 7.1.1 provide you with contact details so that you will be able to contact BT to ask questions about the Service;
- 7.1.2 comply with all reasonable health and safety rules and regulations and reasonable security requirements that apply at the Site(s) and which you have notified to BT in writing, but BT will not be liable if, as a result of any such compliance, BT is in breach of any of its obligations under this Contract; and
- 7.1.3 provide you with a Customer Committed Date and will use reasonable endeavours to meet any Customer Committed Date.

7.2 During operation

On and from the Service Start Date, BT will provide the Service to you as set out in this Schedule.

8 Your Obligations

8.1 Service delivery

Before the Service Start Date and, where applicable, throughout the provision of the Service, you will:

- 8.1.1 provide BT with the names and contact details of the Customer Contact, but BT may also accept instructions from a person who BT reasonably believes is acting with your authority;
- 8.1.2 provide BT with any information reasonably required without undue delay;
- 8.1.3 complete any preparation activities that BT may request to enable you to receive the Service, promptly and in accordance with any reasonable timescales; and
- 8.1.4 provide BT with Notice of any health and safety rules and regulations and security requirements that apply at the Site(s).

8.2 During operation

On and from the Service Start Date, you will:

- 8.2.1 provide appropriate Site induction on the Service Start Date; and
- 8.2.2 provide BT with reasonable and timely access to the Site(s) and your personnel for the purposes of the Contract.

9 Invoicing

- 9.1 BT will invoice you for the Charges for the Service as set out in Paragraph 9.2 in the amounts and currency as set out in any applicable Order. Unless set out otherwise in any applicable Order, Charges will be inclusive of all travel and expenses.
- 9.2 Unless set out otherwise in any applicable Order, BT will invoice you for the full Charges when BT has completed the work, or where the work is estimated to take longer than one month, monthly in arrears starting from the Service Start Date.
- 9.3 BT may invoice you for any of the following Charges in addition to those set out in any applicable Order:
 - 9.3.1 Charges for expediting provision of the Service at your request after you have been informed of the Customer Committed Date; and
 - 9.3.2 additional Charges where you request additional services or where, in BT's reasonable opinion, such Charges are necessary as a result of your instructions, or the incompleteness or inaccuracy of information provided by you. BT will let you know in writing of these additional Charges.

10 Charges at the End of the Contract

- 10.1 On expiry of the Service you will pay BT:
 - 10.1.1 all outstanding Charges for Service rendered;
 - 10.1.2 any additional amounts due under the Contract; and
 - 10.1.3 any other Charges as set out in any applicable Order.

11 Service Amendment

- 11.1 You may request, by giving BT Notice, a change to:



Design and Implementation Schedule

- 11.1.1 an Order for the Service (or part of an Order) at any time before the applicable Service Start Date; or
- 11.1.2 the Service at any time after the Service Start Date.
- 11.2 If you exercise your right in accordance with Paragraph 11.1, and except where a change results from BT's failure to comply with its obligations under the Contract, BT will, within a reasonable time, provide you with a written estimate, including:
 - 11.2.1 the likely time required to deliver the changed Service; and
 - 11.2.2 any changes to the Charges due to the changed Service.
- 11.3 BT has no obligation to proceed with any change that you request in accordance with Paragraph 11.1, unless and until the necessary changes to the Charges, implementation timetable and any other relevant terms of the Contract to take account of the change are agreed between both of us in writing.
- 11.4 If BT changes a Service prior to the Service Start Date because you have given BT incomplete or inaccurate information, BT may, acting reasonably, apply additional Charges.



Part C – Service Levels

12 Product Codes and Services

12.1 The product code shown in the first column of the table below will correspond to one or more product codes as set out in any applicable Order.

12.2 The Service does not include any Service Credits.

Table 1

Product Code and Descriptor	SERVICES		
	Service Hours	Typical Qualifications / Skills	Typical Tasks Undertaken
PS1-IMP-DCH-NH (DCH Associate Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	Technical courier duties	• Rack & stack
PS1-IMP-DCH-OH (DCH Associate Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	Technical courier duties	• Rack & stack
PS1-IMP-DCH-SU (DCH Associate Delivery Engineer Sundays and public holidays)	Sundays and public holidays	Technical courier duties	• Rack & stack
PS2-IMP-DCH-NH (DCH Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	HP ATP or equivalent skill-set	• Configuration for DCH solution
PS2-IMP-DCH-OH (DCH Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	HP ATP or equivalent skill-set	• Configuration for DCH solution
PS2-IMP-DCH-SU (DCH Delivery Engineer Sundays and public holidays)	Sundays and public holidays	HP ATP or equivalent skill-set	• Configuration for DCH solution
PS3-IMP-DCH-NH (DCH Senior Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	HP ASE or equivalent skill-set	• Configuration and commissioning for DCH solution
PS3-IMP-DCH-OH (DCH Senior Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	HP ASE or equivalent skill-set	• Configuration and commissioning for DCH solution
PS3-IMP-DCH-SU (DCH Senior Delivery Engineer Sundays and public holidays)	Sundays and public holidays	HP ASE or equivalent skill-set	• Configuration and commissioning for DCH solution
PS4-IMP-DCH-NH (DCH Principal Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	HP M ASE or equivalent skill-set	• Design, configuration, commissioning and training for DCH solution
PS4-IMP-DCH-OH (DCH Principal Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	HP M ASE or equivalent skill-set	• Design, configuration, commissioning and training for DCH solution
PS4-IMP-DCH-SU (DCH Principal Delivery Engineer Sundays and public holidays)	Sundays and public holidays	HP M ASE or equivalent skill-set	• Design, configuration, commissioning and training for DCH solution



Design and Implementation Schedule

SERVICES			
Product Code and Descriptor	Service Hours	Typical Qualifications / Skills	Typical Tasks Undertaken
PS1-IMP-EUC-NH (EUC Associate Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	Technical courier duties	• Rack & stack
PS1-IMP-EUC-OH (EUC Associate Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	Technical courier duties	• Rack & stack
PS1-IMP-EUC-SU (EUC Associate Delivery Engineer Sundays and public holidays)	Sundays and public holidays	Technical courier duties	• Rack & stack
PS2-IMP-EUC-NH (EUC Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	MTA or equivalent skill-set	• Configuration for EUC solution
PS2-IMP-EUC-OH (EUC Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	MTA or equivalent skill-set	• Configuration for EUC solution
PS2-IMP-EUC-SU (EUC Delivery Engineer Sundays and public holidays)	Sundays and public holidays	MTA or equivalent skill-set	• Configuration for EUC solution
PS3-IMP-EUC-NH (EUC Senior Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	M CSA or equivalent skill-set	• Configuration and commissioning for EUC solution
PS3-IMP-EUC-OH (EUC Senior Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	M CSA or equivalent skill-set	• Configuration and commissioning for EUC solution
PS3-IMP-EUC-SU (EUC Senior Delivery Engineer Sundays and public holidays)	Sundays and public holidays	M CSA or equivalent skill-set	• Configuration and commissioning for EUC solution
PS4-IMP-EUC-NH (EUC Consultant Normal Hours)	Business Days, 9am to 5:30pm	M CSE or equivalent skill-set	• Design, configuration, commissioning and training for EUC solution
PS4-IMP-EUC-OH (EUC Consultant Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	M CSE or equivalent skill-set	• Design, configuration, commissioning and training for EUC solution
PS4-IMP-EUC-SU (EUC Consultant Sundays and public holidays)	Sundays and public holidays	M CSE or equivalent skill-set	• Design, configuration, commissioning and training for EUC solution
PS1-IMP-NET-NH (Network Associate Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	Technical courier duties	• Rack & stack
PS1-IMP-NET-OH (Network Associate Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	Technical courier duties	• Rack & stack



Design and Implementation Schedule

SERVICES			
Product Code and Descriptor	Service Hours	Typical Qualifications / Skills	Typical Tasks Undertaken
PS1-IMP-NET-SU (Network Associate Delivery Engineer Sundays and public holidays)	Sundays and public holidays	Technical courier duties	• Rack & stack
PS2-IMP-NET-NH (Network Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCNA® or equivalent skill-set	• Configuration for Network solution
PS2-IMP-NET-OH (Network Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCNA® or equivalent skill-set	• Configuration for Network solution
PS2-IMP-NET-SU (Network Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCNA® or equivalent skill-set	• Configuration for Network solution
PS3-IMP-NET-NH (Network Senior Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCNP® or equivalent skill-set	• Configuration and commissioning for Network solution
PS3-IMP-NET-OH (Network Senior Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCNP® or equivalent skill-set	• Configuration and commissioning for Network solution
PS3-IMP-NET-SU (Network Senior Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCNP® or equivalent skill-set	• Configuration and commissioning for Network solution
PS4-IMP-NET-NH (Network Principal Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCIE® or equivalent skill-set	• Design, configuration, commissioning and training for Network solution
PS4-IMP-NET-OH (Network Principal Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCIE® or equivalent skill-set	• Design, configuration, commissioning and training for Network solution
PS4-IMP-NET-SU (Network Principal Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCIE® or equivalent skill-set	• Design, configuration, commissioning and training for Network solution
PS1-IMP-SEC-NH (Security Associate Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	Technical courier duties	• Rack & stack
PS1-IMP-SEC-OH (Security Associate Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	Technical courier duties	• Rack & stack
PS1-IMP-SEC-SU (Security Associate Delivery Engineer Sundays and public holidays)	Sundays and public holidays	Technical courier duties	• Rack & stack



Design and Implementation Schedule

SERVICES			
Product Code and Descriptor	Service Hours	Typical Qualifications / Skills	Typical Tasks Undertaken
PS2-IMP-SEC-NH (Security Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCNA® Security or equivalent skill-set	• Configuration for Security solution
PS2-IMP-SEC-OH (Security Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCNA® Security or equivalent skill-set	• Configuration for Security solution
PS2-IMP-SEC-SU (Security Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCNA® Security or equivalent skill-set	• Configuration for Security solution
PS3-IMP-SEC-NH (Security Senior Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCNP® Security or equivalent skill-set	• Configuration and commissioning for Security solution
PS3-IMP-SEC-OH (Security Senior Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCNP® Security or equivalent skill-set	• Configuration and commissioning for Security solution
PS3-IMP-SEC-SU (Security Senior Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCNP® Security or equivalent skill-set	• Configuration and commissioning for Security solution
PS4-IMP-SEC-NH (Security Principal Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCIE® Security or equivalent skill-set	• Design, configuration, commissioning and training for Security solution
PS4-IMP-SEC-OH (Security Principal Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCIE® Security or equivalent skill-set	• Design, configuration, commissioning and training for Security solution
PS4-IMP-SEC-SU (Security Principal Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCIE® Security or equivalent skill-set	• Design, configuration, commissioning and training for Security solution
PS1-IMP-UCC-NH (UCC Associate Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	Technical courier duties	• Rack & stack
PS1-IMP-UCC-OH (UCC Associate Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	Technical courier duties	• Rack & stack
PS1-IMP-UCC-SU (UCC Associate Delivery Engineer Sundays and public holidays)	Sundays and public holidays	Technical courier duties	• Rack & stack
PS2-IMP-UCC-NH (UCC Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCNA® Collaboration or equivalent skill-set	• Configuration for UCC solution
PS2-IMP-UCC-OH (UCC Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCNA® Collaboration or equivalent skill-set	• Configuration for UCC solution



Design and Implementation Schedule

SERVICES			
Product Code and Descriptor	Service Hours	Typical Qualifications / Skills	Typical Tasks Undertaken
PS2-IMP-UCC-SU (UCC Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCNA® Collaboration or equivalent skill-set	<ul style="list-style-type: none"> Configuration for UCC solution
PS3-IMP-UCC-NH (UCC Senior Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCNP® Collaboration or equivalent skill-set	<ul style="list-style-type: none"> Configuration and commissioning for UCC solution
PS3-IMP-UCC-OH (UCC Senior Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCNP® Collaboration or equivalent skill-set	<ul style="list-style-type: none"> Configuration and commissioning for UCC solution
PS3-IMP-UCC-SU (UCC Senior Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCNP® Collaboration or equivalent skill-set	<ul style="list-style-type: none"> Configuration and commissioning for UCC solution
PS4-IMP-UCC-NH (UCC Principal Delivery Engineer Normal Hours)	Business Days, 9am to 5:30pm	CCIE® Collaboration or equivalent skill-set	<ul style="list-style-type: none"> Design, configuration, commissioning and training for UCC solution
PS4-IMP-UCC-OH (UCC Principal Delivery Engineer Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCIE® Collaboration or equivalent skill-set	<ul style="list-style-type: none"> Design, configuration, commissioning and training for UCC solution
PS4-IMP-UCC-SU (UCC Principal Delivery Engineer Sundays and public holidays)	Sundays and public holidays	CCIE® Collaboration or equivalent skill-set	<ul style="list-style-type: none"> Design, configuration, commissioning and training for UCC solution
PS5-STR-TDA-NH (Technical Design Authority Normal Hours)	Business Days, 9am to 5:30pm	CCIE® or equivalent skill-set	<ul style="list-style-type: none"> Cross architecture solution and design management
PS5-STR-TDA-OH (Technical Design Authority Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCIE® or equivalent skill-set	<ul style="list-style-type: none"> Cross architecture solution and design management
PS5-STR-TDA-SU (Technical Design Authority Sundays and public holidays)	Sundays and public holidays	CCIE® or equivalent skill-set	<ul style="list-style-type: none"> Cross architecture solution and design management
PS5-TCS-DCH-NH (Technical Design Authority – DCH specific Normal Hours)	Business Days, 9am to 5:30pm	HP M ASE or equivalent skill-set	<ul style="list-style-type: none"> Cross architecture solution and design management – DCH specific
PS5-TCS-DCH-OH (Technical Design Authority – DCH specific Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	HP M ASE or equivalent skill-set	<ul style="list-style-type: none"> Cross architecture solution and design management – DCH specific
PS5-TCS-DCH-SU (Technical Design Authority – DCH specific Sundays and public holidays)	Sundays and public holidays	HP M ASE or equivalent skill-set	<ul style="list-style-type: none"> Cross architecture solution and design management – DCH specific



Design and Implementation Schedule

SERVICES			
Product Code and Descriptor	Service Hours	Typical Qualifications / Skills	Typical Tasks Undertaken
PS4-TCS-DCH-NH (DCH Pre Sales Consultant Normal Hours)	Business Days, 9am to 5:30pm	HP M ASE or equivalent skill-set	• Technical consultancy for DCH Solution
PS4-TCS-DCH-OH (DCH Pre Sales Consultant Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	HP M ASE or equivalent skill-set	• Technical consultancy for DCH Solution
PS4-TCS-DCH-SU (DCH Pre Sales Consultant Sundays and public holidays)	Sundays and public holidays	HP M ASE or equivalent skill-set	• Technical consultancy for DCH Solution
PS4-TCS-EUC-NH (EUC Pre Sales Consultant Normal Hours)	Business Days, 9am to 5:30pm	M CSE or equivalent skill-set	• Technical consultancy for EUC Solution
PS4-TCS-EUC-OH (EUC Pre Sales Consultant Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	M CSE or equivalent skill-set	• Technical consultancy for EUC Solution
PS4-TCS-EUC-SU (EUC Pre Sales Consultant Sundays and public holidays)	Sundays and public holidays	M CSE or equivalent skill-set	• Technical consultancy for EUC Solution
PS4-TCS-NET-NH (Network Pre Sales Consultant Normal Hours)	Business Days, 9am to 5:30pm	CCIE® or equivalent skill-set	• Technical consultancy for Network Solution
PS4-TCS-NET-OH (Network Pre Sales Consultant Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCIE® or equivalent skill-set	• Technical consultancy for Network Solution
PS4-TCS-NET-SU (Network Pre Sales Consultant Sundays and public holidays)	Sundays and public holidays	CCIE® or equivalent skill-set	• Technical consultancy for Network Solution
PS4-TCS-SEC-NH (Security Pre Sales Consultant Normal Hours)	Business Days, 9am to 5:30pm	CCIE® Security or equivalent skill-set	• Technical consultancy for Security Solution
PS4-TCS-SEC-OH (Security Pre Sales Consultant Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCIE® Security or equivalent skill-set	• Technical consultancy for Security Solution
PS4-TCS-SEC-SU (Security Pre Sales Consultant Sundays and public holidays)	Sundays and public holidays	CCIE® Security or equivalent skill-set	• Technical consultancy for Security Solution
PS4-TCS-UCC-NH (UCC Pre Sales Consultant Normal Hours)	Business Days, 9am to 5:30pm	CCIE® Collaboration or equivalent skill-set	• Technical consultancy for UCC Solution
PS4-TCS-UCC-OH (UCC Pre Sales Consultant Out of Hours)	Business Days, 5:31pm to 08:59am and Saturdays	CCIE® Collaboration or equivalent skill-set	• Technical consultancy for UCC Solution
PS4-TCS-UCC-SU (UCC Pre Sales Consultant Sundays and public holidays)	Sundays and public holidays	CCIE® Collaboration or equivalent skill-set	• Technical consultancy for UCC Solution





Part D – Defined Terms

13 Defined Terms

In addition to the defined terms in the General Terms, capitalised terms in this Schedule will have the below meanings (and in the case of conflict between these defined terms and the defined terms in the General Terms, these defined terms will take precedence for the purposes of this Schedule):

"CCNA®" means Cisco® certified network associate.

"CCNA® Security" means Cisco® certified network associate with validated associate-level knowledge and skills required to secure Cisco® networks.

"CCNA® Collaboration" means a certification program for network video engineers, collaboration engineers, IP telephony and IP network engineers who want to develop and advance their collaboration and video skills in line with the convergence of voice, video, data and mobile applications.

"CCNP®" means Cisco® certified network professional.

"CCNP® Security" means a certification program aligned specifically to the job role of the Cisco® network security engineer.

"CCNP® Collaboration" means a certification program for collaboration and unified communications network engineers who want develop advanced collaboration skills designing, deploying, configuring, and troubleshooting Cisco® collaboration and unified communications applications, devices and networks.

"CCIE®" means Cisco® certified internetwork expert.

"CCIE® Security" means a certification program that recognizes individuals who have the knowledge and skills to implement, maintain and support extensive Cisco® network security solutions using the latest industry best practices and technologies.

"CCIE® Collaboration" means an expert-level certification program for collaboration architects, unified communications architects, or voice and video network managers who are responsible for the design, implementation, and troubleshooting of complex collaboration solutions.

"Customer Committed Date" means the date provided by BT on which delivery of the Service (or each part of the Service, including to each Site) is due to start.

"Customer Contact" means any individuals authorised to act on your behalf for Service management matters.

"DCH" has the meaning given in Paragraph 2.1.1.

"Design and Implementation Engineers" has the meaning given in Paragraph 2.1.1.

"Effective Date" has the meaning given in Paragraph 6.1.2.

"EUC" has the meaning given in Paragraph 2.1.1.

"General Terms" means the general terms that this Schedule is attached to, or where not attached to this Schedule, can be found at www.bt.com/terms, and form part of the Contract.

"HP" means HP Inc.

"HP ASE" means HP accredited systems engineer.

"HP ATP" means HP accredited technical professional.

"HP MASE" means master HP master accredited systems engineer.

"IP" means internet protocol, which is a protocol that is used to allow devices to communicate with each other over a network such as the Internet.

"MTA" means Microsoft® technology associate.

"MCSA" means Microsoft® certified solutions associate.

"MCSE" means Microsoft® certified solutions expert.

"Networking" has the meaning given in Paragraph 2.1.1.

"Security" has the meaning given in Paragraph 2.1.1.

"Service" has the meaning given in Paragraph 1.

"Service Hours" means the hours of operation for each Service as set out in **Table 1** in Paragraph 12.

"Service Management Boundary" has the meaning given in Paragraph 3.1.

"Standard Service Component" has the meaning given in Paragraph 2.

"Term" means the period of time over which BT will provide the Service as set out in any applicable Order, beginning on the Service Start Date and ending at the end of Service Hours on the last day.

"TUPE" has the meaning given in Paragraph 6.4.

"UCC" has the meaning given in Paragraph 2.1.1.

Trademarks

Cisco®, CCNA®, CCNP® and CCIE® are registered trademarks or trademarks of Cisco Systems, Inc. and/or its affiliates in the United States and certain other countries.

Microsoft® is a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries.



A Note On 'You'

'You' and 'your' mean the Customer.

Data Processing Annex

1 Subject Matter Of The Processing Of Personal Data

This Data Processing Annex sets out the details regarding how Customer Personal Data is Processed when providing the BT Cloud Professional Services.

2 Duration Of The Processing Of Personal Data

BT or its Sub-Processor will Process the Customer Personal Data for the BT Cloud Professional Services as set out in this Annex for as long as BT provides BT Cloud Professional Services and for as long as BT may be required to Process the Customer Personal Data in accordance with Applicable Law.

3 The Nature And Purpose Of The Processing Of Personal Data

- 3.1 BT Cloud Professional Services is a professional management service where BT will assess your IT infrastructure's readiness to migrate to the Cloud Services and following this assessment, migrate your IT infrastructure to Cloud Services.
- 3.2 Once you have migrated to Cloud Services, you are bound by the terms of any EULAs with the Supplier.
- 3.3 The Supplier hosts any information that is generated by your use (or your employees', agents' or subcontractors' use) of the Cloud Services.

4 Types Of Personal Data and Categories of Data Subjects

- 4.1 The types of Customer Personal Data Processed by BT or its Sub-Processors or you may be:
 - 4.1.1 website or IP address;
 - 4.1.2 name;
 - 4.1.3 address;
 - 4.1.4 telephone number;
 - 4.1.5 email address;
 - 4.1.6 job title;
 - 4.1.7 company name; and
 - 4.1.8 contact records.
- 4.2 This list is not exhaustive as you will specify what Customer Personal Data is Processed.
- 4.3 The Customer Personal Data may concern the following categories of Data Subjects:
 - 4.3.1 your employees;
 - 4.3.2 your customers or third parties; and
 - 4.3.3 any Data Subject (as controlled by you).
- 4.4 This list is not exhaustive as you will specify what Customer Personal Data is Processed.