ANNEX

STANDARD CONTRACTUAL CLAUSES

SECTION I

Clause 1

Purpose and scope

(a) The purpose of these Standard Contractual Clauses (the Clauses) is to ensure compliance with Article 28(3) and (4) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

(b) The controllers and processors listed in Annex I have agreed to these Clauses in order to ensure compliance with Article 28(3) and (4) of Regulation (EU) 2016/679 and/or Article 29 (3) and (4) Regulation (EU) 2018/1725.

(c) These Clauses apply to the processing of personal data as specified in Annex II.

(d) Annexes I to IV are an integral part of the Clauses.

(e) These Clauses are without prejudice to obligations to which the controller is subject by virtue of Regulation (EU) 2016/679 and/or Regulation (EU) 2018/1725.

(f) These Clauses do not by themselves ensure compliance with obligations related to international transfers in accordance with Chapter V of Regulation (EU) 2016/679 and/or Regulation (EU) 2018/1725.

Clause 2

Invariability of the Clauses

(a) The Parties undertake not to modify the Clauses, except for adding information to the Annexes or updating information in them.

(b) This does not prevent the Parties from including the standard contractual clauses laid down in these Clauses in a broader contract, or from adding other clauses or additional safeguards provided that they do not directly or indirectly contradict the Clauses or detract from the fundamental rights or freedoms of data subjects.

Clause 3

Interpretation

(a) Where these Clauses use the terms defined in Regulation (EU) 2016/679 or Regulation (EU) 2018/1725 respectively, those terms shall have the same meaning as in that Regulation.

(b) These Clauses shall be read and interpreted in the light of the provisions of Regulation (EU) 2016/679 or Regulation (EU) 2018/1725 respectively.

(c) These Clauses shall not be interpreted in a way that runs counter to the rights and obligations provided for in Regulation (EU) 2016/679 / Regulation (EU) 2018/1725 or in a way that prejudices the fundamental rights or freedoms of the data subjects.

Clause 4

Hierarchy

In the event of a contradiction between these Clauses and the provisions of related agreements between the Parties existing at the time when these Clauses are agreed or entered into thereafter, these Clauses shall prevail.

Clause 5 - Optional

Docking clause

(a) Any entity that is not a Party to these Clauses may, with the agreement of all the Parties, accede to these Clauses at any time as a controller or a processor by completing the Annexes and signing Annex I.

(b) Once the Annexes in (a) are completed and signed, the acceding entity shall be treated as a Party to these Clauses and have the rights and obligations of a controller or a processor, in accordance with its designation in Annex I.

(c) The acceding entity shall have no rights or obligations resulting from these Clauses from the period prior to becoming a Party.

SECTION II – OBLIGATIONS OF THE PARTIES

Clause 6

Description of processing(s)

The details of the processing operations, in particular the categories of personal data and the purposes of processing for which the personal data is processed on behalf of the controller, are specified in Annex II.

Clause7

Obligations of the Parties

7.1. Instructions

(a) The processor shall process personal data only on documented instructions from the controller, unless required to do so by Union or Member State law to which the processor is subject. In this case, the processor shall inform the controller of that legal requirement before processing, unless the law prohibits this on important grounds of public interest. Subsequent instructions may also be given by the controller throughout the duration of the processing of personal data. These instructions shall always be documented.

(b) The processor shall immediately inform the controller if, in the processor's opinion, instructions given by the controller infringe Regulation (EU) 2016/679 / Regulation (EU) 2018/1725 or the applicable Union or Member State data protection provisions.

7.2. Purpose limitation

The processor shall process the personal data only for the specific purpose(s) of the processing, as set out in Annex II, unless it receives further instructions from the controller.

7.3. Duration of the processing of personal data

Processing by the processor shall only take place for the duration specified in Annex II.

7.4. Security of processing

(a) The processor shall at least implement the technical and organisational measures specified in Annex III to ensure the security of the personal data. This includes protecting the data against a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access to the data (personal data breach). In assessing the appropriate level of security, the Parties shall take due account of the state of the art, the costs of implementation, the nature, scope, context and purposes of processing and the risks involved for the data subjects.

(b) The processor shall grant access to the personal data undergoing processing to members of its personnel only to the extent strictly necessary for implementing, managing and monitoring of the contract. The processor shall ensure that persons authorised to process the personal data received have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality.

7.5. Sensitive data

If the processing involves personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data or biometric data for the purpose of uniquely identifying a natural person, data concerning health or a person's sex life or sexual orientation, or data relating to criminal convictions and offences ("sensitive data"), the processor shall apply specific restrictions and/or additional safeguards.

7.6 Documentation and compliance

(a) The Parties shall be able to demonstrate compliance with these Clauses.

(b) The processor shall deal promptly and adequately with inquiries from the controller about the processing of data in accordance with these Clauses.

(c) The processor shall make available to the controller all information necessary to demonstrate compliance with the obligations that are set out in these Clauses and stem directly from Regulation (EU) 2016/679 and/or Regulation (EU) 2018/1725. At the controller's request, the processor shall also permit and contribute to audits of the processing activities covered by these Clauses, at reasonable intervals or if there are indications of non-compliance. In deciding on a review or an audit, the controller may take into account relevant certifications held by the processor.

(d) The controller may choose to conduct the audit by itself or mandate an independent auditor. Audits may also include inspections at the premises or physical facilities of the processor and shall, where appropriate, be carried out with reasonable notice.

(e) The Parties shall make the information referred to in this Clause, including the results of any audits, available to the competent supervisory authority/ies on request.

7.7. Use of sub-processors

(a) The processor has the controller's general authorisation for the engagement of sub-processors from an agreed list. The processor shall specifically inform in writing the controller of any intended changes of that list through the addition or replacement of sub-processors at least 14 days in advance, thereby giving the controller sufficient time to be able to object to such changes prior to the engagement of the concerned sub-processor(s). The processor shall provide the controller with the information necessary to enable the controller to exercise the right to object.

(b) Where the processor engages a sub-processor for carrying out specific processing activities (on behalf of the controller), it shall do so by way of a contract which imposes on the sub-processor, in substance, the same data protection obligations as the ones imposed on the data processor in accordance with these Clauses. The processor shall ensure that the sub-processor complies with the obligations to which the processor is subject pursuant to these Clauses and to Regulation (EU) 2016/679 and/or Regulation (EU) 2018/1725.

(c) At the controller's request, the processor shall provide a copy of such a sub-processor agreement and any subsequent amendments to the controller. To the extent necessary to protect business secret or other confidential information, including personal data, the processor may redact the text of the agreement prior to sharing the copy.

(d) The processor shall remain fully responsible to the controller for the performance of the sub-processor's obligations in accordance with its contract with the processor. The processor shall notify the controller of any failure by the sub-processor to fulfil its contractual obligations.

(e) The processor shall agree a third party beneficiary clause with the sub-processor whereby - in the event the processor has factually disappeared, ceased to exist in law or has become insolvent - the controller shall have the right to terminate the sub-processor contract and to instruct the sub-processor to erase or return the personal data.

7.8. International transfers

(a) Any transfer of data to a third country or an international organisation by the processor shall be done only on the basis of documented instructions from the controller or in order to fulfil a specific requirement under Union or Member State law to which the processor is subject and shall take place in compliance with Chapter V of Regulation (EU) 2016/679 or Regulation (EU) 2018/1725.

(b) The controller agrees that where the processor engages a sub-processor in accordance with Clause 7.7. for carrying out specific processing activities (on behalf of the controller) and those processing activities involve a transfer of personal data within the meaning of Chapter V of Regulation (EU) 2016/679, the processor and the sub-processor can ensure compliance with Chapter V of Regulation (EU) 2016/679 by using standard contractual clauses adopted by the Commission in accordance with of Article 46(2) of Regulation (EU) 2016/679, provided the conditions for the use of those standard contractual clauses are met.

Clause 8

Assistance to the controller

(a) The processor shall promptly notify the controller of any request it has received from the data subject. It shall not respond to the request itself, unless authorised to do so by the controller.

(b) The processor shall assist the controller in fulfilling its obligations to respond to data subjects' requests to exercise their rights, taking into account the nature of the processing. In fulfilling its obligations in accordance with (a) and (b), the processor shall comply with the controller's instructions

(c) In addition to the processor's obligation to assist the controller pursuant to Clause 8(b), the processor shall furthermore assist the controller in ensuring compliance with the following obligations, taking into account the nature of the data processing and the information available to the processor:

(1) the obligation to carry out an assessment of the impact of the envisaged processing operations on the protection of personal data (a 'data protection impact assessment') where a type of processing is likely to result in a high risk to the rights and freedoms of natural persons;

(2) the obligation to consult the competent supervisory authority/ies prior to processing where a data protection impact assessment indicates that the processing would result in a high risk in the absence of measures taken by the controller to mitigate the risk;

(3) the obligation to ensure that personal data is accurate and up to date, by informing the controller without delay if the processor becomes aware that the personal data it is processing is inaccurate or has become outdated;

(4) the obligations in Article 32 Regulation (EU) 2016/679.

(d) The Parties shall set out in Annex III the appropriate technical and organisational measures by which the processor is required to assist the controller in the application of this Clause as well as the scope and the extent of the assistance required.

Clause 9

Notification of personal data breach

In the event of a personal data breach, the processor shall cooperate with and assist the controller for the controller to comply with its obligations under Articles 33 and 34 Regulation (EU) 2016/679 or under Articles 34 and 35 Regulation (EU) 2018/1725, where applicable, taking into account the nature of processing and the information available to the processor.

9.1 Data breach concerning data processed by the controller

In the event of a personal data breach concerning data processed by the controller, the processor shall assist the controller:

(a) in notifying the personal data breach to the competent supervisory authority/ies, without undue delay after the controller has become aware of it, where relevant/(unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons);

(b) in obtaining the following information which, pursuant to Article 33(3) Regulation (EU) 2016/679, shall be stated in the controller's notification, and must at least include:

(1) the nature of the personal data including where possible, the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;

(2) the likely consequences of the personal data breach;

(3) the measures taken or proposed to be taken by the controller to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.

Where, and insofar as, it is not possible to provide all this information at the same time, the initial notification shall contain the information then available and further information shall, as it becomes available, subsequently be provided without undue delay.

(c) in complying, pursuant to Article 34 Regulation (EU) 2016/679, with the obligation to communicate without undue delay the personal data breach to the data subject, when the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons.

9.2 Data breach concerning data processed by the processor

In the event of a personal data breach concerning data processed by the processor, the processor shall notify the controller without undue delay after the processor having become aware of the breach. Such notification shall contain, at least:

(a) a description of the nature of the breach (including, where possible, the categories and approximate number of data subjects and data records concerned);

(b) the details of a contact point where more information concerning the personal data breach can be obtained;

(c) its likely consequences and the measures taken or proposed to be taken to address the breach, including to mitigate its possible adverse effects.

Where, and insofar as, it is not possible to provide all this information at the same time, the initial notification shall contain the information then available and further information shall, as it becomes available, subsequently be provided without undue delay.

The Parties shall set out in Annex III all other elements to be provided by the processor when assisting the controller in the compliance with the controller's obligations under Articles 33 and 34 of Regulation (EU) 2016/679.

SECTION III – FINAL PROVISIONS

Clause 10

Non-compliance with the Clauses and termination

(a) Without prejudice to any provisions of Regulation (EU) 2016/679 and/or Regulation (EU) 2018/1725, in the event that the processor is in breach of its obligations under these Clauses, the controller may instruct the processor to suspend the processing of personal data until the latter complies with these Clauses or the contract is terminated. The processor shall promptly inform the controller in case it is unable to comply with these Clauses, for whatever reason.

(b) The controller shall be entitled to terminate the contract insofar as it concerns processing of personal data in accordance with these Clauses if:

(1) the processing of personal data by the processor has been suspended by the controller pursuant to point (a) and if compliance with these Clauses is not restored within a reasonable time and in any event within one month following suspension;

(2) the processor is in substantial or persistent breach of these Clauses or its obligations under Regulation (EU) 2016/679 and/or Regulation (EU) 2018/1725;

(3) the processor fails to comply with a binding decision of a competent court or the competent supervisory authority/ies regarding its obligations pursuant to these Clauses or to Regulation (EU) 2016/679 and/or Regulation (EU) 2018/1725.

(c) The processor shall be entitled to terminate the contract insofar as it concerns processing of personal data under these Clauses where, after having informed the controller that its instructions infringe applicable legal requirements in accordance with Clause 7.1 (b), the controller insists on compliance with the instructions.

(d) Following termination of the contract, the processor shall, at the choice of the controller, delete all personal data processed on behalf of the controller and certify to the controller that it has done so, or, return all the personal data to the controller and delete existing copies unless Union or Member State law requires storage of the personal data. Until the data is deleted or returned, the processor shall continue to ensure compliance with these Clauses.

ANNEX I LIST OF PARTIES

Controller:

Name:	
Address:	
Contact person's name, position and contact details:	

Signature and accession date:

Processor:

Name:	Communardo Products GmbH
Address:	Kleiststraße 10a, 01129 Dresden, Germany
Contact person's name, position and contact details:	DID Dresden Institute for Data Protection Mr. Max Just phone: +49 (0)351 655 772-0 e-Mail: datenschutz@communardo.de

Signature and accession date: 30.01.2024

Electronically Signed 2024-01-30 14:26:00 UTC - 84.139.27.186
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Claudia Lutter - COO

Electronically Signed 2024-01-30 17:12:46 UTC - 158.181.71.46
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ANNEX II: DESCRIPTION OF THE PROCESSING

Definitions

Services: The services that the processor is providing to fullfill their contractual obligations to the controller through the Software (as defined in the Customer Agreement).

Support: All activities performed by the processor that

- ensure that the Services are fulfilling the contractual obligations of the processor to the controller and
- help the controller with using the Services

Categories of data subjects whose personal data is processed

Any person whose data is stored by the controller, including

- employees,
- contractors,
- customers.

Categories of personal data processed

Any personal data from the relevant data subjects that is required to perform the Services and the Support for the Services, for example

- IP address and possibly browser data, such as user agent, from users of the Services;
- data from user profiles like email address, name, location, configurations;
- personal data in content created;
- usage data (pseudonomized).

Sensitive data processed

There is no sensitive data processed.

Nature of the processing

Personal Data will be processed as required to meet the obligations under the service agreement.

Purpose(s) for which the personal data is processed on behalf of the controller

For providing the Services and the Support for the Services.

Duration of the processing

The processing of personal data takes place for the duration of the use of the Service. Processing of personal data stored in log files may take place for up to 90 days after termination of use.

ANNEX III TECHNICAL AND ORGANISATIONAL MEASURES INCLUDING TECHNICAL AND ORGANISATIONAL MEASURES TO ENSURE THE SECURITY OF THE DATA

Access

Unauthorized persons are prevented from using data processing systems.

- ☒ Assignment of user rights
- ☒ Password Policy
- ☒ Central password assignment
- ☒ Authentication with username and password
- ☒ Authentication with second factor
- ☒ Patch management for OS and applications
- ☒ Automatic locking of devices in case of inactivity
- ☒ Central administration software
- ☒ Software-Firewall
- ☒ Hardware-Firewall
- ☒ Intrusion Detection Systems
- ☒ Using VPN Connections
- ☒ Antivirus -Software Client
- ☒ Antivirus -Software Server

Access control

Guarantee that those entitled to use a data processing system can only access the data subject to their access authorization and that personal data cannot be read, copied, changed or removed without authorization during processing, use and storage.

- ☒ Graduated assignment of user rights
- ☒ Logging of accesses
- ☒ Rights management by system administrator
- ☒ limited number of administrators
- ☒ Encryption of mobile disks
- ☒ Automatic locking mechanisms
- ☒ Deletion of data carriers before reuse
- ☒ Proper destruction of disks
- ☒ Use of suitable shredders / service providers
- ☒ Secure storage of data carriers
- ☒ Separation of administrative access

Separation control

Ensuring that data collected for different purposes can be processed separately.

- ☒ Physical separation
- ☒ Software-side separation
- ☒ Sandboxing / Separation of production & test system

Pseudonymization

Ensuring the processing of personal data in such a way that the data can no longer be attributed to a specific data subject without the use of additional information, provided that this additional information is kept separately and is subject to appropriate technical and organisational measures.

☒ Use of pseudonyms

Disclosure control

Ensure that personal data cannot be read, copied, altered or removed without authorisation during electronic transmission or during transport or storage on data carriers, as well as that it is possible to check and determine to which points a transfer of personal data by means of data transmission facilities is envisaged.

☒ Disclosure in ano-/pseudonymized form

☒ Use of encrypted connections (e.g. https)

☒ Use of electronic signatures

☒ Use of VPN connections

☒ Careful selection of transmission channels

Availability control

Ensuring that personal data is protected against accidental destruction or loss.

☒ Backup and recovery concept

☒ Regular data recovery tests

Data Protection Management

Measures and processes to establish a GDPR-compliant level of data protection.

☒ Appointment of a data protection officer

☒ Use of data protection coordinators

☒ Current list of processing activities

☒ Implementation of data protection impact assessments

☒ Raising awareness among employees

☒ Fulfilment of information obligations

☒ Commitment of cleaning staff to confidentiality

☒ safety certifications (e.g. ISO 27001)

☒ Information security concept available

☒ Employees' obligation to confidentiality

Incident-Response-Management

Definition of the organization for dealing with data protection incidents.

☒ Use / regular updating of firewalls	☒ Audit / Risk classification of incidents
☒ Use / regular updating of spam filters	☒ Defined reporting processes and escalation paths
☒ Definition of responsibilities in the event of incidents	☒ Reflection and follow-up processes
☒ Involvement of the data protection officer	☒ Current registration and contact lists

Order control

Ensuring that personal data processed on behalf of the client can only be processed in accordance with the instructions of the client as well as measures for outsourcing data processing to processors.

☒ Order Processing Agreements	☒ Obligation of confidentiality
☒ Defined obligations & responsibilities	☒ Careful selection of processors
☒ Writing down of instructions	☒ Verification of TOM of processors

ANNEX IV: LIST OF SUB-PROCESSORS

The controller has authorised the use of the following sub-processors:

Name:	Communardo Software sh.p.k, Pr.
Address:	Rruga Andon Zako Çajupi Nd. 3, H. 16, Tirana 1019, Albania
Contact person's name, position and contact details:	Mr. Elison Ramovi, Head of Location Tirana, e-mail: elison.ramovi@communardo.de
Description of the processing:	Providing Support for the Services

Name:	Atlassian Pty Ltd
Address:	Level 6, 341 George Street, Sydney NSW 2000, Australien
Contact person's name, position and contact details:	Mrs. Kelly Gertridge, dataprotection@atlassian.com
Description of the processing:	Providing infrastructure for processing and storing data

Name:	Microsoft Corporation
Address:	One Microsoft Way, Redmond, WA 98052-6399, USA
Contact person's name, position and contact details:	Microsoft Ireland Operations Ltd., South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland
Description of the processing:	Providing infrastructure for processing data