

Important information about GDPR – we need your signature

Dear Customer,

We're glad to have you on board and, while we know that no-one likes to go through contractual processes again, this is **important for both of us**. As you are transmitting personal data to us so that we can deliver our services to you, the new European General Data Protection Regulation (GDPR), effective as of the 25th of May 2018, requires us to update our existing service agreement.

The enclosed **personal data processing appendix** will form an addendum to our service agreement in order to update it, so that the agreement is aligned with GDPR requirements.

The good news is that we've made the appendix as **neutral and balanced** as possible, and we've even pre-signed it, so that it is easy for you to get this done on time. All you need to do is to return to us a signed copy of it.

WHAT DO YOU NEED TO DO NEXT?

- Sign the appendix (preferably electronically e.g. using DocuSign) on page 5.
- Return the signed copy to privacy@basware.com.

Feel free to check out the info we've gathered about GDPR on www.basware.com/GDPR and www.basware.com/business-data (or contact privacy@basware.com).

Thank you for your cooperation.

Kind regards,
Basware