

Data Processing Addendum

The terms set out in this Data Processing Addendum apply in addition to the Main Agreement.

1 Definitions and Interpretation

1.1 The following definitions apply in addition to the terms of the Main Agreement:

“Cordance” means DocXellent, a business unit of Cordance Operations LLC, a Delaware limited liability company;

“Data Protection Legislation” means to the extent applicable (i) the General Data Protection Regulation ((EU) 2016/679) (the “GDPR”), (ii) the GDPR as transposed into United Kingdom national law by operation of section 3 of the European Union (Withdrawal) Act 2018 and as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 and the Data (Use and Access) Act 2025 (“UK GDPR”), together with the Data Protection Act 2018, the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as amended), or (iii) the Swiss Federal Data Protection Act of 25 September 2020 (“FADP”), together with its implementing ordinances, as may be amended, superseded, or replaced;

“EU SCCs” means the European Commission’s Standard Contractual Clauses set out in the Commission Implementing Decision (EU) 2021/914 of 4 June 2021 on standard contractual Clauses for the transfer of personal data to third countries pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council, as amended or replaced from time to time;

“Customer” means the customer whose details are set out in the Main Agreement;

“Main Agreement” means the agreement entered into by Customer for the provision of Products from Cordance;

“Products” means the Software, Services, support services and or Professional Services provided by Cordance to Customer.

“Restricted Transfer” means a transfer which:

- (a) is made between parties to the Main Agreement or an onward transfer to a Subprocessor; and
- (b) would be prohibited by Data Protection Legislation in the absence of either a lawful transfer safeguard, e.g. the EU SCCs, UK IDTA, or the FADP;

“Subprocessor” means any Processor (including any third party and any Cordance Affiliate, but excluding an employee of Cordance or an employee of any of its sub-contractors) appointed by or on behalf of Cordance or any Affiliate to Process Personal Data;

“UK SCCs” means, as applicable, (i) the EU SCCs as amended by the International Data Transfer Addendum to the EU Commission Standard Contractual Clauses issued by the UK Information Commissioner (“UK Addendum”), as amended or replaced from time to time, pursuant to Article 46 of the UK GDPR; or (ii) the UK IDTA as amended or replaced from time to time, pursuant to Article 46 of the UK GDPR;

“UK IDTA” means the International Data Transfer Agreement to the EU SCCs issued by the Information Commissioner’s Office under section 119A (1) Data Protection Act 2018.

The terms “Controller”, “Processor”, “Personal Data Breach”, “Data Subject”, “Personal Data”, “Process” and “Processing” have the meanings prescribed in the Data Protection Legislation.

2 Data Protection

2.1 This Data Processing Addendum sets out the additional terms, requirements and conditions on which Cordance and its Affiliates will Process Personal Data on behalf of Customer when providing Products under the Main Agreement.

2.2 Customer is the Controller and Cordance is the Processor in respect of Personal Data processed by Cordance as part of the Products. Subject to ensuring compliance with all applicable Data Protection Legislation, each party may Process business contact information relating to personnel of the other (for example name, business telephone number, job title and business email address) to manage the general relationship between Cordance and Customer. For those purposes, each party deems that it is acting as an independent Controller and shall, at all times, ensure compliance with Data Protection Legislation required of a Controller. The parties acknowledge that to the extent any Personal Data is processed for Cordance’s internal analytics, support or troubleshooting purposes, Cordance shall act as an independent Controller.

2.3 In performing their obligations and exercising their rights under the Main Agreement, each party shall comply with their respective requirements under applicable Data Protection Legislation.

2.4 Customer instructs Cordance and its Affiliates to process the Personal Data set out in Annex 2 to this Data Processing Addendum, which sets out the subject matter, nature and purpose of Processing by Cordance. Customer shall ensure that any instructions it issues to Cordance/its Affiliates comply with Data Protection Legislation, and that there is no prohibition or restriction which would prevent or restrict Cordance/its Affiliates from lawfully Processing the Personal Data in order to provide the Products and as otherwise contemplated by the Main Agreement and to fulfil its obligations under the Data Protection Legislation.

2.5 If Cordance/its Affiliates become aware of any Customer instruction which, in its opinion, infringes Data Protection Legislation, Cordance/its Affiliates will notify Customer and Customer will revise its instruction. Customer acknowledges that receiving an unlawful instruction may result in delays in Cordance/its Affiliates’ ability to provide the Products.

2.6 In relation to any Personal Data Processed on behalf of Customer in providing the Products, Cordance and its Affiliates shall:

2.6.1 Process Personal Data only on written instructions of Customer, to the extent required to provide the Products. If Cordance/its Affiliates are required by any applicable laws to process the Personal Data it will, to the extent legally permitted, notify Customer before doing so;

2.6.2 taking into account the cost of implementation, maintain appropriate technical and organizational measures to ensure a level of security appropriate to the risk of processing the Personal Data, including as appropriate: (i) the encryption of Personal Data; (ii) the ability to ensure the confidentiality of processing systems; (iii) the ability to restore access to Personal Data in the event of a physical or technical incident (where Cordance/its Affiliates is commercially responsible for data back-up); and (iv) a process for testing the effectiveness of security measures;

2.6.3 ensure that persons engaged by Cordance/its Affiliates who have access to Personal Data keep the Personal Data confidential (either under documented confidentiality undertakings or professional or statutory obligations of confidentiality);

2.6.4 provide reasonable assistance to Customer (at Customer's request and cost) in dealing with requests from Data Subjects or Supervisory Authorities regarding Cordance/its Affiliate's Processing of Personal Data and, taking into account the nature of the Products, provide reasonable assistance to Customer, to the extent possible, for the fulfilment of Customer's obligations under Data Protection Legislation in respect of data security; data breach notification; data protection impact assessments (taking into account the nature of the information available to Cordance/its Affiliates); and prior consultation with Supervisory Authorities;

2.6.5 notify Customer without undue delay if it receives a request from a Data Subject to exercise any of their rights under the Data Protection Legislation. If Cordance/its Affiliates receives a request from a Data Subject under any Applicable Law regarding Personal Data ("Data Subject Request"), Cordance/its Affiliates will: (a) promptly redirect the Data Subject to Customer; and (b) not respond to that Data Subject Request except on the documented instructions of Customer (at Customer's cost); notify Customer without undue delay upon becoming aware of a Personal Data Breach, providing Customer with sufficient information to allow Customer to meet its obligations to report or inform Data Subjects of the Personal Data Breach. Cordance/its Affiliates' notification under this clause 2.6.5 will not be construed as an acknowledgement by Cordance/its Affiliates of any fault or liability. Customer will work with Cordance/its Affiliates, in good faith, to take into account Cordance/its Affiliate's feedback in developing the content of any notices to any Supervisory Authority and/or affected Data Subjects to the extent it could impact Cordance/its Affiliates' reputation;

2.6.6 at the written direction of Customer, delete or return Personal Data to Customer on termination of the Main Agreement unless Cordance is required by law to store the Personal Data. Provided it complies with Data Protection Legislation, Cordance/its Affiliates may adapt the Personal Data such that a natural person cannot be identified or is not identifiable and use such adapted data strictly for the purposes of development and enhancement of the Products; and

2.6.7 maintain complete, accurate records and information to demonstrate its compliance with this clause and allow for one audit per year by Customer or Customer's designated auditor (at Customer's cost), and Customer will provide reasonable notice of any requested audit that will be conducted during Cordance's normal business hours, in a manner that minimizes disruption to Cordance's business operations.

2.7 Customer consents to Cordance and its Affiliates appointing the following Subprocessors: AWS, CrowdStrike, Jira, and Microsoft (OneDrive, SharePoint, Teams and Outlook). Cordance/its Affiliates will ensure all Subprocessors are subject to contractual obligations that contain the same level of protection as those set out in this clause. Cordance will be generally authorized to engage new Subprocessors by updating this list. If Customer reasonably objects to the proposed changes within 21 days of being notified, Customer will provide Cordance/its Affiliates with a written explanation of the grounds for its objection to permit Cordance/its Affiliates to re-evaluate any such new Subprocessor based on the applicable concerns. Cordance/its Affiliates will be authorized to appoint any new Subprocessor that Customer does not object within that time period.

2.8 Where a Restricted Transfer is between Customer as exporter and Cordance/its Affiliate as importer, the Parties shall comply with the terms set out in Annex 1 to this Data Processing Addendum. The EU SCCs and/or UK SCCs (as amended) made under this Data Processing Addendum go into effect on the later of:

2.8.1 the data exporter becoming a party to this Data Processing Addendum;

2.8.2 the data importer becoming a party to this Data Processing Addendum; and

2.8.3 the commencement of the Restricted Transfer.

Annex 1 - Restricted Transfers

PART 1: Special Terms for transfers of Personal Data Subject to EU Data Protection Law

1 Where a Restricted Transfer is subject to the EU GDPR, Customer (as "data exporter") and Cordance/its Affiliate (each as "data importer") hereby enter into Module 2 of the EU SCCs which are incorporated into this Data Processing Addendum by reference, and, in:

1.1 Clause 7, the optional clause will not apply;

1.2 Clause 9, option 2 will apply, and the time period for prior notice of Subprocessor changes will be in accordance with the notification process set out in clause 2.7 of this Data Processing Addendum;

1.3 Clause 11, the optional redress language will not apply;

1.4 Clause 13, the supervisory authority with responsibility for ensuring compliance by the data exporter with GDPR as regards the data transfer shall act as competent supervisory authority;

1.5 Clause 17, option 1 will apply and the EU SCCs will be governed by the law specified in the Main Agreement, provided that law is an EU Member State law recognizing third party beneficiary rights, otherwise, the laws of Ireland apply;

1.6 Clause 18, disputes shall be resolved before the courts specified in the Main Agreement, provided these courts are located in an EU Member State, otherwise those courts shall be the courts of Ireland;

1.7 Annexes 1 and 3 will be deemed to be pre-populated with the relevant sections of Annex 2 to this Data Processing Addendum; and

1.8 Annex 2 of the EU Standard Contractual Clauses will be deemed to be pre-populated with the relevant sections of clause 2.6.2 of this Data Processing Addendum.

PART 2: Special Terms for transfers of Personal Data Subject to UK Data Protection Law

2 In respect of any UK Restricted Transfer, the EU SCCs (as incorporated by reference pursuant to Schedule 1 Part 1) shall be read in accordance with, and deemed amended by, the provisions of Part 2 (Mandatory Clauses) of the UK SCCs, and the Parties confirm that the information required for the purposes of Part 1 (Tables) of the UK SCCs is as set out in the Main Agreement and/or in this Data Processing Addendum.

PART 3: Special Terms for transfers of Personal Data Subject to FADP

3 Where a Restricted Transfer is subject to the FADP, Customer (as “data exporter”) and Cordance/its Affiliate (each as “data importer”) hereby enter into Module 2 of the EU SCCs which are incorporated into this Data Processing Addendum by reference, and the parties make the same elections as set out in clause 1 above for transfers subject to the EU GDPR, with the following additional modifications:

3.1 References to the GDPR shall be interpreted as references to the FADP or any subsequent act, including the relevant amendments and implementing ordinances (whereby “the competent supervisory authority” and “competent courts” shall mean the “Swiss Federal Data Protection and Information Commissioner” and the “relevant courts in Switzerland”).

3.2 “personal data”, “special categories of data/sensitive data”, “personality profiles”, “profiling”, “profiling with high risk”, “process/processing”, “controller”, “processor”, “data subject” and “supervisory authority/authority” shall have the meaning assigned to them by the FADP or by any subsequent act, including the relevant amendments and implementing ordinances (whereby “the competent supervisory authority” and “competent courts” shall mean the “Swiss Federal Data Protection and Information Commissioner” and the “relevant courts in Switzerland”).

3.3 The data importer acknowledges and agrees that the Personal Data transferred to data importer by data exporter may include personal data of legal persons and personality profiles of natural persons. The data importer shall process personal data of legal persons in the same manner as other Personal Data and personality profiles in the same manner as special categories of data.

3.4 References to “Member State,” “EU,” and “Union law” shall be interpreted as references to Swiss law.

In the event Customer transfers Personal Data that relates to data subjects in Switzerland to Cordance, the terms in this clause 3 shall modify the corresponding references in the EU SCCs. For clarity and avoidance of doubt, the terms in this clause 3 will amend this Data Processing Addendum to the extent necessary for compliance with the FADP. The terms in this clause 3 shall only apply to Personal Data subject to the FADP.

Annex 2 – Details of the Processing/Transfer

Item	Description
Data Exporter	Name: Customer, as defined in the Main Agreement. Address: Customer’s address, as defined in the Main Agreement. Contact person’s name, position and contact details: Customer’s contact details, as set out in the Main Agreement. Activities relevant to the data transferred: Processing of Customer Personal Data in connection with the Products under the Main Agreement. Role (controller/processor): Controller
Data Importer	Name: Cordance entity whose details are set out in the Main Agreement. Address: Cordance entity address, as defined in the Main Agreement. Contact person’s name, position and contact details: Cordance entity’s contact details, as set out in the Main Agreement. Activities relevant to the data transferred: As set out in the Main Agreement. Role (controller/processor): Processor
Subject matter and duration of processing	Personal Data referred to in this Addendum and will be processed for the duration of the Products’ use by Customer. Cordance provides B2B SaaS and On-Premise document control and quality management software (ENSUR) primarily to organisations in regulated industries including life sciences, pharmaceutical, medical device, and manufacturing sectors. Activities include: • User authentication and access management (Customer’s employees and Users). • Cloud hosting (AWS). • Document lifecycle management (creation, review, approval, versioning, and archival of controlled documents). • Quality management workflows (change control, CAPA, deviation

	management, approval routing). • Training record management (assignment, completion tracking, competency records). • Audit trail and electronic signature processing (in support of regulatory compliance obligations including 21 CFR Part 11 and EU Annex 11). · Customer support and ticket handling.
Nature and purposes of processing	· Service delivery: Provide document control, quality management workflow, and training administration functionality within the ENSUR platform. · Operational efficiency: Monitor system usage, manage user access and permissions, improve platform workflows. · Compliance and regulatory support: Enable customers to meet applicable regulatory requirements (including FDA, ISO, GMP, and GxP frameworks) through audit trails, electronic signatures, and role-based access controls. · Customer support: Handle support tickets, resolve bugs, and maintain platform uptime and performance. · Analytics: Generate usage metrics to support system optimisation and customer success activities. · Other: Activities supporting the legitimate business interests of Customer in connection with the Main Agreement.

Categories of personal data and data subjects	Data Subjects: · Customer personnel: Employees of Customer and Users. Categories of Data: · Identification: Names, business email addresses, employee number and employee or user IDs. · Authentication: Login credentials, session tokens, and access permissions. · Operational: Document approval actions, electronic signature records, training assignment and completion records, workflow participation, and audit log entries. · Technical: IP addresses, and access timestamps. · Support: Support ticket content, which may incidentally contain customer employee details or system configuration information. · [Other]
Obligations and rights of data controller	Set out in this Addendum, particularly clauses 2.2 and 2.3.
Frequency of Restricted Transfers (where applicable):	As necessary under the Main Agreement and determined by Customer in its sole discretion.
Period for which Personal Data will be Retained (where applicable):	For the duration of the Main Agreement and otherwise in accordance with Cordance's retention policy.