**ANNEX 2 to the Data Processing Terms and Conditions**

**ANNEX 2(a): KYOCERA Fleet Services**

**This Annex is applicable if your company is using the KFS service, or if your company’s end-customer is using the KFS service.**

This Annex 2(a) includes certain details of the Processing of Personal Data as required by Article 28(3) GDPR.

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| Topic | Description |
| Subject matter and duration of the Processing of Personal Data | The subject matter and duration of the Processing of the Personal Data are set out in the Agreement and these Data Processing Terms. |
| The nature and purpose of the Processing of Personal Data | Management, monitoring and remote maintenance of (multifunctional) printers (“Device”) via KYOCERA Fleet services (KFS) and specifically:* KFS user account management: To identify user and send email for several features, KFS saves user’s name, email address of each account.
* Device management: To identify device, KFS saves serial numbers, asset number, IP addresses and MAC addresses of registered devices in customer environments.　Further, KFS manages usage data of each device like page counters, toner usage, and alerts.
* Configuration and maintenance of the device, security settings, asset management, general administrative tasks (such as adding and removing Devices);
* In individual cases and after the user has specifically accepted this, log files with device data are created and sent to the KFS server and used for the purpose of failure investigation and fixing of the applicable Device;
* Making a copy of the Device’s address book and/or the transfer of the address book from Device to another Device.
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| The types of Personal Data to be Processed | * IP-address, or other online identifiers of the Device.
* Page counters of the Device;
* Log files of the Device;
* KFS user account information: Mandatory: user name, email address.　Optional: phone number, company name;
* Identification data, but only in the event of:
	+ Remote maintenance, as the service engineer has access to the Device during the remote session and may encounter the Device address book or other identification data when accessing the Device. No address book data is stored by KYOCERA;
	+ Making a copy of the Device address book at the request of Customer or Customer’s end-customer.
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| The categories of data subjects to whom the Personal Data relates | * KFS user;
* Devices connected to the KFS server;
* Persons whose details are stored in the Device.
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| List of approved Sub-ProcessorsLast updated: 7 November 2018KYOCERA Document Solutions Europe B.V. and its EU subsidiaries may engage both KYOCERA entities and third parties as sub-processors for delivery of KYOCERA services. Here you will also find a list of proposed sub-processors to which customers have the ability to object to based on the KYOCERA Data Processing Terms and Conditions.

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| Third party sub-processor | Location | KYOCERA service |
| Amazon Web Services, Inc.  | USA | License management and activation |
| Computer Engineering & Consulting, Ltd.\* | Japan | KFS, (remote) maintenance |
| Fujisoft, Inc.\* | Japan | KFS, (remote) maintenance |
| Fujitsu Broad Solution & Consulting Inc.\* | Japan | KFS, (remote) maintenance |
| K.K. id\* | Japan | KFS , (remote) maintenance |
| Microsoft Corporation, represented by Microsoft Ireland Operations, Ltd. (Microsoft Azure, region West Europe) | USA/Ireland | KFS |
| NEC Solution Innovators, Ltd.\* | Japan | KFS, (remote) maintenance |
| Nihon Safenet K.K.\* | Japan | License management and activation |
| SendGrid, Inc.\* | USA  | KFS |
| Skyline Product LLC\* | Ukraine | KFS, (remote) maintenance |
| Software Research Associates, Inc.\* | Japan | KFS, (remote) maintenance |
| TeamViewer GmbH\* | Germany | (Remote) maintenance, NL only |
| Technical Group Laboratory, Inc.\* | Japan | KFS, (remote) maintenance |
| Toshiba Information Systems (Japan) Corporation\* | Japan | KFS, (remote) maintenance |
| Ubicom Holdings, Inc.\* | Japan | KFS, (remote) maintenance |
| WAW Corporation\* | Japan | KFS, (remote) maintenance |

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| KYOCERA sub-processor | Location | KYOCERA service |
| KYOCERA Document Solutions Development America, Inc.\* | USA | KFS, (remote) maintenance |
| KYOCERA Document Solutions Development Philippines, Inc.\* | Philippines | KFS, (remote) maintenance |
| KYOCERA Document Solutions Europe B.V.\* | Netherlands | KFS, License management and activation |
| KYOCERA Document Solutions Inc.\* | Japan | KFS, (remote) maintenance, License management and activation |

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| Proposed sub-processor | Location | Kyocera service | Objection deadline |
| None |  |  |  |

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