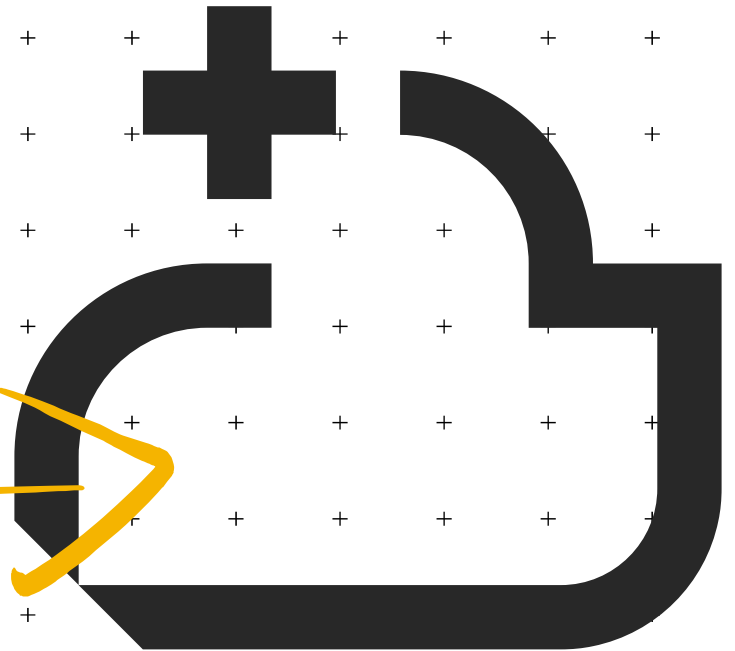


KYOCERA CLOUD CAPTURE

PRIVACY STATEMENT

Last modified: December 2024



KYOCERA Document Solutions Europe Management B.V. ("KYOCERA", "we" or "us"), located at Beechavenue 27, 1119 RA Schiphol-Rijk, The Netherlands, issued this Privacy Statement ("Statement") to inform you, the user of KYOCERA Cloud Capture ("KCC"), about the processing of your personal data when your organization creates a user account for you and when you download and use KCC on your terminal device.

We may update this Statement from time to time.

INTRODUCTION

KCC is a web-based office solution that allows end users to easily scan, clean, classify, index and convert uploaded/scanned jobs to reduce the manual process involved in document classification. KCC HyPAS application or other means allow to login by user credentials and send the scanned documents to KCC web application. Personal Data is processed to provide customers with the services of KCC tracking scan activities for their own organizations.

In this Statement, we will explain in detail the following:

- I. [For which purposes we are processing your personal data;](#)
- II. [On what legal basis we are processing your personal data;](#)
- III. [With whom we share your personal data;](#)
- IV. [To which countries we transfer your personal data;](#)
- V. [For how long we keep your personal data;](#)
- VI. [Which technical and organizational measures we have taken;](#)
- VII. [What your legal rights are concerning us processing your personal data;](#)
- VIII. [How you can contact us and other important information.](#)

FOR WHICH PURPOSES ARE WE PROCESSING YOUR PERSONAL DATA?

- A. Sending scanned documents to KCC web application.** In order to complete the process of sending uploaded/scanned documents to KCC web application, KYOCERA processes meta data (device IP addresses, serial number, hostname, Admin pin code, ID card number, folder name, filename, document/image itself, attributes of uploaded files/scanned jobs including creator/editor name, username, address, phone number and email address). KCC does not store the content of the uploaded/scanned documents. The documents are removed after the scanned job is completed. KCC stores logfiles (user name, file name) for a maximum period of 7 days.
- B. Invoicing.** KYOCERA processes the license type, Tenant ID, date, time, number of devices to invoice these services to customers. To display job history for the end user, log files (user name, file name) are stored for up to 1,000 logs, a number that may vary depending on the frequency of user use.
- C. User account management.** KYOCERA obtains names and email addresses either directly from you or indirectly from a KYOCERA customer (probably your employer or organization) so that we can set-up and manage a user account for you. Note that we provide this service as a data processor according to our Data Processing Terms and Conditions, available at www.kyoceradocumentsolutions.eu.

- D. Remote maintenance.** A KYOCERA service engineer may access your personal data, which is processed within the local administrator's account for bug fixing or trouble shooting purposes. Note that we provide this service as a data processor according to our Data Processing Terms and Conditions, available at www.kyoceradocumentsolutions.eu.
- E. Hosting.** KYOCERA uses Google Cloud, Belgium, as a cloud storage provider. Note that we provide this service as a data processor according to our Data Processing Terms and Conditions, available at www.kyoceradocumentsolutions.eu.

ON WHAT LEGAL BASIS ARE WE PROCESSING YOUR PERSONAL DATA?

KYOCERA processes personal data for the purposes mentioned above in order to perform its contractual rights and obligations as agreed with its customers, Article 6(1)(b) GDPR. To the extent that you as a data subject are not party to agreement between Kyocera and its customers, Kyocera processes your personal data based on its legitimate interests, Art. 6(1)(f) GDPR, whereas Kyocera's contractual obligations to perform KCPS-related services constitute its legitimate interests.

We have made a careful assessment of your fundamental rights and freedoms and our legitimate business interests and are continuously monitoring the balance. Should you however wish to object to the processing of your personal data please see the section 'Your rights' below. Since the processing of personal data is necessary for Kyocera to provide KCC, please note that your objection to the processing make the use of KCC impossible for you. Please note that in cases where Kyocera processes personal data as a data processor on behalf of its customers, the customers qualify as data controllers, and are as such responsible for the processing of your personal data.

WHO ARE WE SHARING YOUR PERSONAL DATA WITH?

Your personal information shall only be shared with:

- KYOCERA Document Solutions Development America, Inc. (CA, USA) for remote support services;
- KYOCERA Document Solutions, Inc., Japan for remote support services;
- KYOCERA Document Solutions Europe Management B.V., Branch Office Germany, for remote support services;
- Google Cloud, Belgium, for the provision of cloud services;

- To the extent we are required by law, regulation or court order to disclose your personal data, we may have to share your personal data in compliance with that law, regulation, or court order.

INTERNATIONAL TRANSFERS

Where we transfer (see above to whom we are sharing your personal data with) your personal data to a service provider which is based in a country that does not provide an adequate level of protection by domestic law according to the European Commission, we have ensured this adequate level of protection by agreeing on additional appropriate safeguards with that group company or third party through the conclusion of Standard Contractual Clauses as adopted by the European Commission and supplementary measures. A list of countries that have ensured an adequate level of protection according to the European Commission can be found [here](#). You may request a copy of the Standard Contractual Clauses by sending us an email, motivating your request.

Alternatively, we may ask you for your explicit consent to the proposed transfer.

FOR HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Where possible, we have set specific retention periods for keeping your personal data. These specific retention periods are stated below, or we shall communicate these to you at or before we start processing your personal data.

Where it is not possible for us to use set retention periods, we have stated below the criteria that we use to determine the retention periods.

Specific retention periods

Purpose (A) Sending scanned documents to KCC web application. Unless customized by the KCC Customer, expired uploaded files/scanned jobs are automatically deleted after the scanned job is completed.

Purpose (B) Invoicing. In order to comply with generally accepted accounting principles, we store billing reports for one year.

Purpose (C) User account management. We shall keep your personal information related to your user account as long as you have an active user account with us. There is no obligation for you from our side to have your account set-up. If you don't log in for the first time within 7 days of creation of the account, we shall erase it. Upon your/your organization's explicit request we delete your user account. In that



instance, we shall erase your user account within 30 days after your request. Your personal data may be stored after the deletion of your account in our back-up systems, and will automatically be deleted after 35 days. Inactive user accounts are automatically deleted one year after last use.

Purpose (D) Remote maintenance. For remote maintenance and support services, KYOCERA may have access to personal data. Personal data that is processed for remote maintenance services will be deleted 7 days after completion of the services.

Criteria for determining retention periods

In any other circumstances, we use the following criteria to determine the applicable retention period:

- The assessment of your fundamental rights and freedoms;
- The purpose(s) of processing your personal data. We shall not keep your personal data longer than is necessary for the purpose(s) we collected it for.
- Any relevant industry practices or codes of conduct on keeping personal data;
- The level of risk and cost associated with keeping your personal data (accurate and up-to-date);
- Whether we have a valid lawful basis to keep your personal data;
- The nature, scope and context of processing of your personal data and our relationship with you;
- Any other relevant circumstances that may apply.

In any case, we shall keep your personal data in compliance with applicable legal requirements and we make periodical reviews of the personal data we hold.

WHICH TECHNICAL AND ORGANIZATIONAL MEASURES WE HAVE TAKEN

We take the security of your personal data very seriously and take all reasonable efforts to protect your personal data from loss, misuse, theft, unauthorized access, disclosure or modification.

For more information regarding IT-Security measures, you may request a copy of the KCC Security Whitepaper by sending us an email, motivating your request.

YOUR RIGHTS

You have certain legal rights that we wish to inform you of. The processing of personal data is necessary to achieve the above-mentioned purposes for KYOCERA to comply with its contractual obligations towards its customers. Where KYOCERA processes your personal data as Data Processor, KYOCERA is obliged to liaise with the Data Controller before realizing your request.



Access. You have the right to be informed on whether we process your personal information or not and to related information on that processing.

Rectification. You have the right to have your personal information rectified or completed by us without undue delay. If you have set up an account with us, you have the possibility to rectify or complete your personal information yourself.

Right to be forgotten. You have the right to have your personal information erased by us without undue delay. This right is limited to specific grounds, for example if you have withdrawn your consent, or if you object and there are no overriding legitimate grounds for us to maintain the processing. If you have an account with us, you have the option to erase your personal data yourself, in which case all your personal data is permanently deleted. In order to prevent that the user account will be deactivated, alternative contact details shall be provided.

Restriction of processing. You have the right to request that we restrict the processing of your personal information based on specific grounds. These are (1) the time for us to verify the accuracy of your personal information on your request; (2) instead of erasure of unlawful processing, you request restriction of use instead; (3) you need personal information in legal proceedings; or (4) we are verifying whether our legitimate grounds override your objection to the processing.

Right to object. You have the right to object at any time to our processing of your personal information if such processing is (1) based on our legitimate interest (including us making a profile of you based on your consent); (2) for direct marketing purposes; or (3) necessary for the performance of a task carried out in the public interest or exercise of official authority vested in us. We shall cease to process your personal information based on your objection, unless we demonstrate compelling legitimate grounds overriding your interests, rights and freedoms or if we need your personal information in legal proceedings.

Data portability. We are required to inform you of your right to receive your personal information from us so that you can transmit that personal information to another service provider.

Consent withdrawal. If you have supplied us with your personal information based on your consent, you have the right to withdraw such consent at any time. You may do so by unsubscribing from the service that you have subscribed to if applicable. You may also do so by sending us an email to the applicable privacy email address as stated below. We shall then permanently remove your personal information from our database.



Lodging a complaint. You have the right to lodge a complaint with a supervisory authority, in particular in the country of your residence, about our processing of your personal information. You can find a complete list of supervisory authorities [here](#).

EXERCISING YOUR RIGHTS AND CONTACTING US

At KYOCERA we have a network of privacy professionals available, including Data Protection Officers, to assist you with your queries. If you wish to exercise any of your rights, or you have a question about this document, please contact us via email, or send us a letter to:

KYOCERA Document Solutions Europe Management B.V.

Attn.: Data Protection Officer

Beechavenue 27

1119 RA Schiphol-Rijk

The Netherlands

e: privacy@deu.kyocera.com

Or use our data subjects' request form available at

<https://www.kyoceradocumentsolutions.eu/en/footer/data-request.html>

CHANGES TO THIS DOCUMENT

In the event that we modify this document, we will publish it on our website with a revised publication date and, if applicable, notify you of the changed document via your user account.



KYOCERA Document Solutions Europe B.V.

Beechavenue 27* 1119RA, Schipol-Rijk,
The Netherlands
www.kyoceradocumentsolutions.eu

Kyocera Document Solutions Europe Management B.V. is a group company of Kyocera Document Solutions Inc. , a global leading provider of total document solutions based in Osaka, Japan. The company's portfolio includes reliable and eco-friendly MFPs and printers, as well as business applications and consultative services which enable customers to optimize and manage their document workflow, reaching new heights of efficiency. With professional expertise and a culture of empathetic partnership, the objective of the company is to help organisations put knowledge to work to drive change.

Kyocera Document Solutions Inc. is a group company of Kyocera Corporation (Kyocera), a leading supplier of industrial and automotive components, semiconductor packages, electronic devices, smart energy systems, printers, copiers, and mobile phones. During the year ended March 31, 2024, the company's consolidated sales revenue totalled 2 trillion yen (approx. US\$13.3 billion). Kyocera is ranked #672 on Forbes magazine's 2023 "Global 2000" list of the world's largest publicly traded companies, and has been named among "The World's 100 Most Sustainably Managed Companies" by The Wall Street Journal.

2024 Kyocera Document Solutions Europe Management B.V.