

Dear eXite® clients!

In view of the EU General Data Protection Regulation that will enter into force on 25 May 2018, we herewith warrant that we have integrated the requirements stipulated in the regulation into our business processes in a timely manner.

#### **Data protection management**

At our organization, data protection is an essential part of our business model, which is why we have assigned responsibilities accordingly and nominated a data protection officer. This person is in charge of compliance with all statutory and internal data protection requirements at EDITEL and its subcontractors and serves as a contact person for our clients in all issues related to data protection.

#### **eXite® transaction data**

The data sender alone (data controller) shall be responsible for all data sent via eXite®. EDITEL acts as a data processor and transfers the data to the indicated recipient as previously agreed. EDITEL shall have no responsibility for the content of such data and also no responsibility for the question whether the sender is entitled to send the data to the recipient. In addition, the question whether the final data recipient is located within or outside the European Union is part of the responsibility of the sender (data controller).

#### **eXite® data protection measures:**

EDITEL provides the best possible protection for all eXite® transaction data, whether they include personal information or not. All data transfer processes are exclusively done via encrypted or secure networks. Several technical protection measures are in place to protect our high-availability server infrastructure against unauthorized access. Access by EDITEL employees is controlled with a multilevel user-privilege concept that is reviewed on a continuous basis.

#### **eXite® data storage:**

Transaction data are saved on our servers for traceability purposes for a period of six months and subsequently physically deleted. This also applied to backup files.

#### **Organizational data protection measures:**

For all service roles, user-privilege levels have been strictly defined and are reviewed on a continuous basis. All processes that include the processing of personal data are documented and protected to the best possible extent. The storage of personal data is reduced to the minimum necessary for our corporate processes and personal data that is no longer needed will be deleted within predefined time periods. Our employees have been trained to handle personal data with care and have been instructed to follow data protection processes without exception. If, despite all these measures, data protection violations should occur, we have the necessary processes in place to ensure a quick information flow to the affected persons.

#### **Revision of data protection measures:**

We keep our technical and organizational protection measures up to date with periodic risk analyses. Every year, an external consulting firm performs an ISAE3402 Type II Audit to review our predefined data protection measures.

If you have any questions, please contact Štefan Sádovský, CEO, +421 232 272 211, [stefan.sadovsky@editel.sk](mailto:stefan.sadovsky@editel.sk) or Alexander Schaefer, CIO, +43 / 1 / 505 86 02 – 323, [schaefer@editel.at](mailto:schaefer@editel.at)

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