Additional Terms of Use for GCON4 Services (Third Party Service)

INTRODUCTION

Solutions covered by this document include GCON4:

- MFL;
- Finance Localizations;
- Exchange Rate Loader; and
- iConnect.

The MFL, Finance Localizations and Exchange Rate Loader are delivered on premises or in the Unit4 cloud environment, so adopt the corresponding Unit4 terms and conditions relating to the delivery of the Service.

MFL - Solution and Description

GCon4 MFL is a tool that reduces time to perform data migration and data maintenance for Unit4 ERP which can be deployed both on premises or in Unit4's cloud. The solution inherits the properties of the relevant Unit4 Service when comprising part of a cloud deployment.

Description: All relevant information about the product can be found in the product website: https://www.gcon4mfl.com/ and https://mfl-doc.gcon4.com/masterfiles/intro.html

GCON4 Finance Localizations - Solution and Description

UBW finance localizations allow compliance with local tax and reporting regulations for Latin America. Localizations can be deployed both on premises or in Unit4's cloud. The solution inherits the properties of the relevant Unit4 Service when comprising part of a cloud deployment.

Description: All relevant information about the product can be found in the product website: https://gcon4.com/en/section/ubw/

GCON4 Exchange Rate Loader - Solution and Description

Exchange Rate Loader enables Customer to be automatically updated with the latest exchange rates in Unit4 ERP from the leading exchange rate providers OANDA, Currencylayer, Thomson Reuters or Eikon REFINITIF. Localizations can be deployed both on premises or in Unit4's cloud. The solution inherits the properties of the relevant Unit4 Service when comprising part of a cloud deployment.

Description: All relevant information about the product can be found in the product website: https://gcon4.com/en/section/gcon4-exchange-rates-loader-unit4-business-world-erp-agresso/

iConnect - Solution and Description

GCON4 iConnect is a tool that reduces time to perform data migration and data maintenance for Unit4 ERPx only deployed in the cloud by GCON4.

Web link

GCON4 iConnect | Unit4 ERPx Data Management Tool | GCON4

SECTION A - Additions to Standard Terms (Unit4 General Terms of Business)

No additional legal terms, the SLAs applicable are aligned to Unit4's standard SLAs for Unit4 ERP.

The relevant Service Description is found here: https://iconnect-doc.gcon4.com/articles/introduction/intro.html

SECTION B - Additions to Unit4 – Details of Processing, Security Measures and Sub-Processors

Data Processing Information (Including Sub-processors)

Part 1 – DETAILS OF PROCESSING

1. **NATURE AND PURPOSE OF THE PROCESSING:**

    Personal data is processed in order to provide the Services.

2. **TYPES OF SERVICES AND THE PERSONAL DATA THAT IS PROCESSED:**

    Customer may submit Personal Data to enable GCON4 to render the Services (set out below), the extent of which is determined and controlled by the Customer in its sole discretion, and which may include all the types of Personal Data found in the Details of Processing for Unit4 ERP on www.unit4.com/terms.

PURPOSE OF THE PROCESSING	PROCESSING ACTIVITIES	CATEGORIES OF PERSONAL DATA PROCESSED	DATA SUBJECTS	Location	Length
Support Services	Access	Name, address, contact details.	Customers Employees Supliers	EU	During contract term
Data Migration /Maintenance	Hosting Transformation Temporal Storage	See as for Unit4 ERP	Customers Employees Supliers	EU	During contract term

3. **DESCRIPTION OF THE PROCESSING AND MEANS:**

    Processer will Process the aforementioned Personal Data in connection with the provision of the Services.

4. **RETENTION PERIOD**

    The Processor will keep the Personal Data **for the duration of the Agreement as long as GCON4 is included in the Agreement**.

5. **LOCATION OF PROCESSING:**

    List of GCON4 affiliates.

    GCON4 Spain S.L. incorporated and registered in Spain with company number B-95776712 whose registered office is at Bilbao (Vizcaya), calle ERcilla nº 8 1º**,** Derecha, Spain.

6. **CONTACT DETAILS**

    For questions or comments about the Agreement and Schedules the contact person is

    GCON4 España S.L by telephone [661 527 179] or by sending your request to the e-mail address info@gcon4.com

Part 2 - SECURITY MEASURES

GCON4 has an information security management systems (ISMS) certified under ISO 27001:2013. GCON4 shall apply the security measures established in its ISMS and in particular the following measures:

- **Backup and restore procedures:** The Sub-Processor has an external backup system with the following points:

- The procedure is documented, and the incidents are recorded.
- The personnel assigned to these tasks have adequate training on the subject and on the defined procedure.
- The procedure is supervised and monitored with the appropriate verification alerts.
- Copies are made to external media these media are inventoried.
- Access control measures in backup copies, implementing encryption on the copies made on media.
- On a half-yearly basis, a restoration test is carried out to check the system and verify that all the data is well copied.

Classification of the information and access controls to it:

- The information of the Processor is identified and separated from the rest of the data and information of the Sub-Processor.
- Adequate permissions and access controls are deployed over the information of the Processor.
Desktop: the Sub-Processor has the following measures:
- Updated antivirus.
- Operating systems and programs with security support from the manufacturer and updated with the latest patches.
- Limitation of permissions and limitation on the applications that can be installed by users.
- Encryption of hard disks.
- Device access control (if using passwords, these are changed at least every 3 months).
- Automatic screen blocking in case of inactivity of the system.
- Firewall enabled.
- When remote access is necessary, it is encrypted with a solution that guarantees the confidentiality of the information and that identifies and registers the access and the user accessing.

Networks and communications:

- Perimeter firewall.
- All network elements have an adequate security policy, which includes that access to them for management and administration is done through a secure channel.
- If there are remote accesses, they are made by VPN or similar.
- If wireless networks exist, they are encrypted (WPA2 or higher) and adequately isolated and/or secured (DMZ, physical isolation, etc.)

Security Updates: The Processor keeps all systems dealing with personal data updated with the latest patches and updates from the manufacturer. This includes operating systems, programs, etc. but also other elements such as mobile phones, network elements (e.g. switches, routers, firewalls, etc.), printers, etc.

External security audit: At least once a year, the IT Manager undergoes an external security audit to assess the IT Manager's general privacy program and in particular the IT Manager's information security management system.

Security incidents and data security breaches: The Sub-Processor have a protocol for managing security incidents and breaches that allows for the identification, adoption of appropriate mitigation and corrective measures, as well as the timely management and reporting of such incidents to the Processor.

Rights exercise management protocol: The Sub-Processor have a system to manage the exercise of rights that may be carried out by those individuals affected.

Supports and means: The Sub-Processor have the appropriate protocols to ensure the inventory and traceability of the media and means that process data. The Sub-Processor have policies and procedures that allow for the appropriate disposal of the data in the event of reuse of the medium or an appropriate protocol for the destruction of the medium.

Training and awareness: The Sub-Processor have developed a training and awareness program for its personnel.

Part 3 – SUB-PROCESSORS

List of potential subprocessors and locations of processing are as follows:

NAME OF SUB-SUB-PROCESSOR	REGISTERED BUSINESS ADDRESS	ACTUAL LOCATION OF THE PROCESSING	LINK TO THEIR SECURITY POLICY
Microsoft Azure	**One Microsoft Way, Redmond, WA 98052, Estados Unidos.**	Europe or Azure region depending of customer localization	Azure Data Subject Requests for the GDPR and CCPA - Microsoft GDPR	Microsoft Learn