

Appendix 2 to the Personal Data Processing Agreement for HRMANTRA Cloud Services and, if applicable, the Standard Contractual Clauses

Technical and Organizational Measures (TOMs)

1. TECHNICAL AND ORGANIZATIONAL MEASURES

The following sections define HRMANTRA's current technical and organizational measures. HRMANTRA may change these at any time without notice so long as it maintains a comparable or better level of security. Individual measures may be replaced by new measures that serve the same purpose without diminishing the security level protecting Personal Data.

1.1 Physical Access Control. Unauthorized persons are prevented from gaining physical access to premises, offices or rooms where data processing systems that process and/or use Personal Data are located.

Measures:

- HRMANTRA protects its assets and facilities using the appropriate means based on the HRMantra security Policy
- In general, offices are secured through access control systems (e.g., biometric access system).
- As a minimum requirement, the outermost entrance points of the office is fitted with a lock & key system.
- Depending on the security classification, offices, individual areas and surrounding premises may be further protected by additional measures. These include specific access profiles, video surveillance, intruder alarm systems and biometric access control systems.
- Access rights are granted to authorized persons on an individual basis according to the System and Data Access Control measures (see Section 1.2 and 1.3 below). This also applies to visitor access. Guests and visitors to HRMANTRA offices must register their names at reception and must be accompanied by authorized HRMANTRA personnel.
- HRMANTRA employees and external personnel must wear their ID cards at all HRMANTRA locations. Additional measures for Data Centers:

- All Data Centers (as of 1st Aug 2020 our Virtual Machines are in Microsoft's Azure DC) adhere to strict security procedures enforced by guards, surveillance cameras, motion detectors, access control mechanisms and other measures to prevent equipment and Data Center facilities from being compromised. Only authorized representatives have access to systems and infrastructure within the Data Center facilities. To protect proper functionality, physical security equipment (e.g., motion sensors, cameras, etc.) undergo maintenance on a regular basis.

1.2 System Access Control. Data processing systems used to provide the Cloud Service must be prevented from being used without authorization.

Measures:

- Multiple authorization levels are used when granting access to sensitive systems, including those storing and processing Personal Data. Authorizations are managed via defined processes according to the HRMantra security Policy
- All personnel access HRMANTRA's systems with a unique identifier (user ID).
- HRMANTRA has procedures in place so that requested authorization changes are implemented only in accordance with the HRMantra security Policy (for example, no rights are granted without authorization). In case personnel quit the company, their access rights are revoked.
- HRMANTRA has established a password policy that prohibits the sharing of passwords, governs responses to password disclosure, and requires passwords to be changed on a regular basis and default passwords to be altered. Personalized user IDs are assigned for authentication. All passwords must fulfill defined minimum requirements and are stored in encrypted form. In the case of domain passwords, the system forces a password change every six months in compliance with the requirements for complex passwords. Each computer has a password-protected screensaver.
- The company network is protected from the public network by firewalls.
- HRMANTRA uses up-to-date antivirus software at access points to the company network (for e-mail accounts), as well as on all file servers and all workstations.
- Security patch management is implemented to provide regular and periodic deployment of relevant security updates. Full remote access to HRMANTRA's corporate network and critical infrastructure is protected by strong authentication.

1.3 Data Access Control. Persons entitled to use data processing systems gain access only to the Personal Data that they have a right to access, and Personal Data must not be read, copied, modified or removed without authorization in the course of processing, use and storage.

Measures:

- As part of the HRMantra security Policy, Personal Data requires at least the same protection level as "Confidential" information according to the HRMANTRA Information Classification standard.
- Access to Personal Data is granted on a need-to-know basis. Personnel have access to the information that they require in order to fulfill their duty. HRMANTRA uses authorization concepts that document grant processes and assigned roles per account (user ID). All Customer Data is protected in accordance with the HRMantra security Policy.
- All production servers are operated in the Data Centers or in secure server rooms. Security measures that protect applications processing Personal Data are regularly checked. To this end, HRMANTRA conducts internal and external security checks and penetration tests on its IT systems.
- HRMANTRA does not allow the installation of software that has not been approved by HRMANTRA.
- An HRMantra security standard governs how data and data carriers are deleted or destroyed once they are no longer required.

1.4 Data Transmission Control. Except as necessary for the provision of the Cloud Services in accordance with the Agreement, Personal Data must not be read, copied, modified or removed without authorization during transfer. Where data carriers are physically transported, adequate measures are implemented at HRMANTRA to provide the agreed-upon service levels (for example, encryption).

Measures:

- Personal Data in transfer over HRMANTRA internal networks is protected according to HRMantra security Policy.
- When data is transferred between HRMANTRA and its customers, the protection measures for the transferred Personal Data are mutually agreed upon and made part of the relevant agreement. This applies to both physical and network based data transfer. In any case, the Customer assumes responsibility for any data transfer once it is outside of HRMANTRA-controlled systems (e.g. data being transmitted outside the firewall of the HRMANTRA Data Center).

1.5 Data Input Control. It will be possible to retrospectively examine and establish whether and by whom Personal Data have been entered, modified or removed from HRMANTRA data

processing systems.

Measures:

- HRMANTRA only allows authorized personnel to access Personal Data as required in the course of their duty.
- HRMANTRA has implemented a logging system for input, modification and deletion, or blocking of Personal Data by HRMANTRA or its subprocessors within the Cloud Service to the extent technically possible.

1.6 Job Control. Personal Data being processed on commission (i.e., Personal Data processed on a customer's behalf) is processed solely in accordance with the Agreement and related instructions of the customer.

Measures:

- HRMANTRA uses controls and processes to monitor compliance with contracts between HRMANTRA and its customers, subprocessors or other service providers.
- As part of the HRMantra security Policy, Personal Data requires at least the same protection level as "Confidential" information according to the HRMANTRA Information Classification standard.
- All HRMANTRA employees and contractual subprocessors or other service providers are contractually bound to respect the confidentiality of all sensitive information including trade secrets of HRMANTRA customers and partners.

1.7 Availability Control. Personal Data will be protected against accidental or unauthorized destruction or loss.

Measures:

- HRMANTRA employs regular backup processes to provide restoration of business-critical systems as and when necessary.
- HRMANTRA uses uninterrupted power supplies (for example: UPS, batteries, generators, etc.) to protect power availability to the Data Centers.
- HRMANTRA has defined business contingency plans for business-critical processes and may offer disaster recovery strategies for business critical Services as further set out in the Documentation or incorporated into the Order Form for the relevant Cloud Service.
- Emergency processes and systems are regularly tested.

1.8 Data Separation Control. Personal Data collected for different purposes can be processed separately.

Measures:

- HRMANTRA uses the technical capabilities of the deployed software (for example: multi-tenancy, or separate system landscapes) to achieve data separation among Personal Data originating from multiple customers.
- Customer (including its Controllers) has access only to its own data.
- If Personal Data is required to handle a support incident from Customer, the data is assigned to that particular message and used only to process that message; it is not accessed to process any other messages. This data is stored in dedicated support systems.

1.9 Data Integrity Control. Personal Data will remain intact, complete and current during processing activities.

Measures:

- HRMANTRA has implemented a multi-layered defense strategy as a protection against unauthorized modifications.
- In particular, HRMANTRA uses the following to implement the control and measure sections described above:
 - Firewalls;
 - Security Monitoring Center;
 - Antivirus software;
 - Backup and recovery;
 - External and internal penetration testing;
 - Regular external audits to prove security measures.

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