Process of completing and signing the
Data Processing Exhibit (“Exhibit”) for Suppliers

URL for DocuSign PowerForm – Click on it to get started on Data Processing Exhibit
https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=9abd6056-75af-43af-8a06-94bea4eebfc4&env=na1&v=2

Steps to Complete Form

1) A DocuSign Powerform pop up will appear and ask you for your name and email address

2) In the Form, please acknowledge and check the “I agree to use Electronic records and signatures

3) Hit the CONTINUE in the top red bar to the upper right

4) Hit the START button on the left-hand side next to the GDPR Review Vendor Audit Sheet

Information required on this Sheet:

• Name of supplier:
• Address of supplier:
• Person completing this Audit/Exhibit (your name, title, email address and phone number):
• Name of McAfee Procurement/Sourcing Manager:
• Name and email address of Supplier Data Protection Officer:
• Name of goods or services purchased:
• Identify goods or services provided:
• What personal data is collected from McAfee?
• Does the data include European Union (EU) personal data (yes or no)?
• Is the data encrypted at rest? In transit? (If unknown, ask your InfoSec Dept.)
• Purpose of processing personal data:
• Where is the personal data stored?
• Is your company Privacy Shield compliant (yes or no)?
• What security is applied to protect the personal data (refer to article 32 of GDPR)?
• From which countries is the personal data accessed?
• What is the transfer mechanism used (i.e. – Standard Contractual Clauses, Binding Corporate Rules and/or Privacy Shield)?
• Do you use any sub-processors / sub-contractors (refer to Article 28 of GDPR)?
• If yes, please identify the sub-processors / sub-contractors used:
• How long is the personal data retained for?
• Is the service/solution/application you are providing McAfee, either on-premises at McAfee or a cloud-based offering?
• General description of technical and organizational measures to protect personal data as provided in Article 32 in GDPR:


5) Hit the **NEXT** button next to the Audit Sheet

6) **FILL IN** – Name of existing agreement, e.g. McGing Drumlish Software Company Professional Services Agreement NO. T1234567 (the “**Agreement**”), date of existing agreement (e.g. February 18, 2018) and name of your company (“**Supplier**”)

7) Hit the **NEXT** button next to the Exhibit

8) **FILL IN** - **On behalf of the data importer**: Name of Supplier, **Name** (written out in full):
   - **Position**: **Address**: **Signature**:

9) **FILL IN** - **On behalf of the data importer**: Name of Supplier, **Name** (written out in full):
   - **Position**: **Address**: **Signature**:

10) **Initial Here** to the right of the **NEXT** button

11) The **Data Importer** is ___________ (Name of Supplier). The Data Importer provides support services to the Data Exporter in relation to ______________ (Description of Services) under this Agreement, in the course of which it processes certain personal data as a processor.

12) Hit the **NEXT** button next to the Exhibit

13) Hit the **SELECT** button next to the Exhibit

   **Data Subjects, Categories of Personal Data, Special Categories of Data** (if appropriate) and **Processing Operations** – **uncheck** the categories that do NOT apply

14) **Initial Here** to the right of the **NEXT** button

15) **Organizational Requirements** – if your company has **NOT** undergone third party audit certification or other available audit certifications, click **NO**
   - Supplier has undergone third party audit certification against the ISO 27001 or ISO 27018 standard
   - Supplier has other available audit certifications to prove its compliance with these technical and organisational measures

16) **Initial Here**

17) Hit the **NEXT** button next to the Exhibit

18) **FILL IN**
   - **APPENDIX 3 OF SCHEDULE 1 – AUTHORIZED THIRD PARTY SUB-PROCESSORS**. Provide the following information: Name of Sub processor, Personal Data being processed, Full address/Location of processing, Processing activities

19) Hit the **NEXT** button next to the Exhibit

20) **FILL IN** – only complete if additional Sub processors

21) Scroll to the bottom of Exhibit and hit the **FINISH** button.

   Thank you for completing the Exhibit.

22) You will receive an email **From**: “Contract Repository via DocuSign- Contracts@McAfee.com” with **Subject**: Completed: Please DocuSign: Data Processing Exhibit for [Your Name] and **Body of Email**: Your document has been completed. VIEW COMPLETED DOCUMENT

For any **questions or issues** – contact your McAfee Procurement/Sourcing Manager.