

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-8a06-94bea4eebbc4&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:
 - **REFERENCE** – for articles in the GDPR: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32016R0679>
- 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.