

Processing Instructions for Document Handling

You have engaged us to support you in relation to a matter that requires us to use, disclose and otherwise handle documents (hard copy or electronic; yours or a third party's) where we may have had no knowledge of, or control over, the contents of the documents, some of which may contain 'personal data' (as defined under the General Data Protection Regulation 2016/679 'GDPR') ('the Documents'). To the extent that our handling of the Documents involves processing personal data that they contain, we will do so on your behalf as a 'data processor' (as defined under the GDPR) and in accordance with your written instructions, including those set out below.

As necessary and appropriate for the legal services we are providing to you, you instruct us:

- To obtain from you and/or a third party Documents which may be relevant to the matter;
- To identify, review, extract information from and redact Documents as necessary in connection with the matter (the resulting documents shall also be Documents);
- To engage third party service providers (e.g. e-discovery providers, providers of virtual data rooms, document production services, couriers, etc.) to provide hosting, review, scanning, redaction and other document or disclosure management-related services in relation to the Documents;
- To prepare versions of the Documents and share with them as necessary in connection with the matter with counsel, other law firms (including law firms overseas), other professional advisers (e.g. trade mark agents, patent attorneys, accountants, corporate finance advisers, etc.) translators, relevant courts, etc., whether in hard copy or electronic form, via appropriate means (e.g. file transfer, portable media, inclusion in the other party's e-discovery platform or data room, etc.) in redacted or, where required, in un-redacted form;
- To retain a copy of the Documents after the matter has closed for your reference purposes (where you wish us to do so); and,
- To delete or destroy Documents on your behalf when required to do so (e.g. where it is part of a settlement).

All processing of personal data in connection with the Documents shall be subject to clause 36 of our Terms of Business.

Bristows LLP

