

## **APPENDIX 1**

This Appendix comprises the Customer's instructions to the Service Provider in connection with data processing by the Service Provider for the Customer, and it is an integrated part of the Contract.

### ***Instructions and description of data processing in Addea***

#### *Purpose and nature of the data processing*

The nature and purpose of the data processing is to enable the Service Provider to provide assistance with the Customer's bookkeeping, salary payments, accounting and auditing, and consultancy and inspection.

#### *Categories of registered subjects*

- I. The Customer's potential, current and retired employees if the Customer transfers information about them to Addea.
- II. The Customer's potential, current and former customers if the Customer transfers information about them to Addea.

#### *Categories of information*

For the categories of persons mentioned above, the following details are to be processed: name, address, National ID number (CPR) or VAT Registration number (CVR), trade union membership, and dates of employment and resignation. In addition, information is processed about the subjects' salary conditions, such as salary, tax, pension, holiday, expenses, mileage allowance, etc. and other information registered by the Customer about the subjects. For optimal service, the Service Provider will also register e-mail address, mobile phone number and bank details.

#### *Special categories of personal data*

Depending on the recipient to whom the holiday allowance is to be paid out, it can be deduced which trade union the person belongs to.

***Location for storing Information:***

All data shall be stored in Denmark.

***Passing on of data***

On behalf of the Customer, the Service Provider may pass on customer data and personal data as an element in the Service Provider's services to the Customer, including e.g. passing information to SKAT, the Danish Business Authority, banks, pension companies, NETS, Statistics Denmark and others. In addition to these, use is made of the programs and services set out in Appendix 2, from whose suppliers the Service Provider has obtained data processing contracts.

## **APPENDIX 2**

The Service Provider uses the following subcontractors:

### **Billys Billing ApS – VAT no. DK33239106**

Bredgade 33C,  
DK-1260 København

### **Bluegarden A/S – VAT no. DK48117716**

Lautrupbjerg 6,  
DK-2750 Ballerup

### **CaseWare (FSR – danske revisorer) – VAT no. DK55097216**

Kronprinsessegade 8,  
DK-1306 København K

### **ClientView (Wolters Kluwer A/S) – VAT no. DK13386293**

Nyhavn 16,  
DK-1051 København

### **Danløn (Danske lønsystemer A/S) – VAT no. DK15611472**

Gydevang 46,  
DK-3450 Lillerød

### **Dinero Regnskab ApS – VAT no. DK34731543**

Industriens Hus,  
Vesterbrogade 1L, 6. sal  
DK-1620 København V

### **Edilion automation A/S – VAT no. DK39197065**

Hassellunden 16  
Lille Smørum  
DK-2765 Smørum

**Fakturafil.dk ApS – VAT no. DK38558196**

Kirkestræde 32

Uvelse

DK-3550 Slangerup

**Penneo ApS – VAT no. DK35633766**

Gyngemose Parkvej 50, 13.

DK-2860 Søborg

**ProLøn A/S – VAT no. DK26038642**

Tronholmen 3,

DK-8960 Randers SØ

**Scansystem ApS – VAT no. DK35228306**

Tåstrup møllevej 12A

DK-4300 Holbæk

**Systemconnect ApS – VAT no. DK27988512**

Dam Enge 8,

DK-3660 Stenløse

**Uniconta A/S – VAT no. DK33266928**

Klausdalsbrovej 601,

DK-2750 Ballerup

**Visma e-conomic A/S / Sproom A/S – VAT no. DK29403473**

Langebrogade 1,

DK-1411 København K

**XDC Gruppen A/S – VAT no. DK38996320**

Tigervej 27,

DK-4600 Køge



**Zenegy ApS – VAT no. DK37233994**

**Zenegy Danmark ApS – VAT no. DK38366041**

Slotsmarken 16,

DK-2970 Hørsholm