



## Software Subscription Agreement

### 1. Definitions

All definitions used in the Agreement are specified in Annex A.

### 2. Agreement, Acceptance and Scope

- 2.1 These Terms and an accepted Order are the Agreement between You and Us. The Agreement governs Your access to and use of the Software and Support Services. When we issue You with an Order it is an offer to You to provide the Subscription and Support Services as set out therein and in accordance with these Terms. By signing an Order (manually or electronically) which references these Terms, You accept the Order and agree to be bound by the Agreement, from the date You sign the Order. We shall make the Software available to You as a Subscription in accordance with the applicable accepted Order. The Subscription Fees cover the use of the Software (in accordance with the license granted herein) and the provision of Support Services, as further described in the Agreement.
- 2.2 These Terms do not apply in respect of any additional services such as any installation, integration, parametrization and/or adaption services related to the Software.

### 3. Delivery

- 3.1 We shall make available to You the Software for download by the date specified in the Order; and this shall be the date the Software is deemed delivered to You. Alternatively, We may at Our discretion provide You access to the information using a different format, provided any such different format will not affect Your use of the Software.
- 3.2 In respect of new Releases, delivery shall be deemed completed on the date We make the applicable new Release available to You by download.
- 3.3 In the event of changes to the license rights granted to You pursuant to an applicable Order (e.g. extension of the Subscription Term, additional metrics, etc.), We shall provide You with a new license certificate and will deactivate Your previously issued license key.

### 4. Support Services

- 4.1 The Support Services shall be provided for Your Subscription of the Software as set out in the applicable Order and comprises the services described in the Support Services Description only, excluding any other of Our software products or applications of third parties. The Support Services Description forms part of the Agreement.
- 4.2 We provide Support Services only for the most current Major Release of the Software. In order to ensure full use of the Support Services, You are advised to update and maintain Your Subscription to the latest Major Release.

### 5. Rights of Use; License Scope; Audit

- 5.1 We are and shall remain exclusive owners of all rights (including without limitation the Proprietary Rights) in and to the Software (including any copies thereof). You are granted a non-exclusive, non-transferable, revocable right to use the Software for the Subscription Term in accordance with this Section 5 and the Order terms. The Subscription Term and any other terms governing Your use of the Software are set out in the Order and these Terms. Your license is limited to the use of the Software for Your own internal purposes (which specifically excludes any analysis of third-party data). Any use of the Software for other companies/organizations is prohibited. However, You are entitled to use the Software for and on behalf of those Affiliates You control as of the date of the applicable Order. You will ensure that Your permitted Affiliates are made aware of and comply with these Terms and the applicable Order and will be responsible and liable for any breach of these Terms and/or the applicable Order by any such Affiliates.
- 5.2 Your license as set out in these Terms shall be further limited in accordance with the metrics which We agree with You in the applicable Order. Definitions of the license metrics applicable to Your Order are contained in the Metrics Definition, which forms part of the Agreement.
- 5.3 Except as expressly permitted by applicable law, You shall not decompile or reverse engineer the Software, or otherwise analyze or transfer to third parties any source code that We may have made available to You.
- 5.4 Any transfer of the Software to third parties shall require Our prior written consent.

- 5.5 Any additional copies of the Software and other supporting materials We make available to You are only for Your internal backup or archiving purposes. You shall keep all information in respect of the Software and shall treat all applied methods and any processes and provided materials as Confidential Information and shall undertake all required activities to ensure that no third party gains any access to the Software or provided materials.
- 5.6 You will be liable to us for any damages incurred due to the unauthorized use of the Software, source code or other materials provided by Us, including without limitation, any continued use of the Software outside the Subscription Term and any provision of the Software, source code, or other materials provided by Us to You to third parties, unless You have not acted in default (*Verschulden*).
- 5.7 We are entitled to audit Your correct use of the Software within the limitations of Your Subscription at Our own cost by providing You with seven (7) days' prior written notice. We may ask a qualified third party, who will be obliged to maintain confidentiality, to perform the audit. You shall keep complete and accurate records to permit an accurate assessment of Your compliance with the scope of Your license, as agreed in the Agreement. You shall make all access rights, documents, information, materials, employees and other required information will promptly available to Us in advance and free of charge to allow Us to conduct the audit. Where We notify You of a non-compliance with Your Order limitations, including any over-usage, We may work with You to seek to reduce Your over usage so that is conforms to Your Order. If You are unable or unwilling to abide by the Order limitations, You will pay any invoice for excess usage or execute an Order for additional Services. Our acceptance of any payment shall be without prejudice to any other rights or remedies We may have under these Terms, the Order or applicable law.

## 6. Fees and Payment

- 6.1 Where your Order is directly with Celonis,
- i. (a) We will invoice the Subscription Fees annually in advance; and (b) unless otherwise agreed upon in the Order, all payments are due in full without deduction or set-off within 30 (thirty) days of the date of Our invoice. You shall have the right to set-off claims against Our claims only where Your claims are undisputed by Us or have been finally decided upon.
  - ii. The Subscription Fees are non-refundable and do not include Taxes and You are responsible for all Taxes. If We are required to pay Taxes based on the Software provided under these Terms, then such Taxes shall be billed to and paid by You. If a deduction or withholding is required by law, You shall pay such additional amount and will ensure that the net amount received by Us equals the full amount which We would have received had the deduction or withholding not been required. This Section shall not apply to Taxes based on Our income.
  - iv. Without prejudice to any other rights We may have, if We have not received payment for any overdue invoices, We may charge You interest at the rate of 1% per month or lesser if such amount is required by applicable law on any overdue sums from the due date until the date of receipt of payment by Us (inclusive).
  - v. We shall be entitled to adjust the Subscription Fees with effect from Your next Renewal Term. Where We increase the Subscription Fees, such increase shall not exceed 7%. Unless otherwise agreed between You and Us, if You are renewing directly with Celonis a Subscription originally purchased through an Authorized Reseller, then the Subscription Fees for Your initial Renewal Term with Us will be at Our then-prevailing Subscription Fees for the subject Software.
- 6.2 If Your Subscription is purchased through an Authorized Reseller, We may, upon written notice, suspend Your right to use the Subscription in the event We fail to receive payment for such Subscription or We confirm that You have not paid the Authorized Reseller for such Subscription.

## 7. Customer Data; Data Protection

- 7.1 You own all right, title and interest in and to Customer Data and shall have sole responsibility and liability for (i) the legality, appropriateness, and integrity of Customer Data; (ii) the completeness, reliability, accuracy and quality of Customer Data; (iii) obtaining and maintaining all necessary licenses and consents required to use Customer Data, if any; and (iv) Your entering of Customer Data into the Software. You acknowledge that (i) We will not be held responsible in any way for any Proprietary Right or other rights' infringement or violation or the violation of any applicable laws, arising or relating to such Customer Data and/or communications; and (ii) that any Personal Data contained in Customer Data has been collected and is maintained in compliance with applicable Data Protection Laws.
- 7.2 Each party shall, in connection with the exercise of its rights and the performance of its obligations under the Agreement, comply with all applicable Data Protection Laws. To the extent that We process any such Personal Data in the provision of the Software or Support Services, the Data Processing Agreement in Annex B shall apply.

## 8. Term and Termination

- 8.1 Your Subscription commences on the effective date of the Order unless otherwise specified therein. Your Subscription continues for the Initial Subscription Term stated in the Order. Thereafter, the Subscription will automatically renew for successive periods of 12 months (each a "Renewal Term") unless a party gives 30 days' prior written notice to the other party of its intention not to renew the Subscription. Unless otherwise agreed in the applicable Order, Your Subscription may only be terminated in accordance with Section 8.2.
- 8.2 Without prejudice to any other rights or remedies to which We or You may be entitled, either party may terminate an Order, Subscription or this Agreement without liability to the other at any time with immediate effect upon written notice if the other party:
- is in material breach of any of its obligations under the Agreement or an Order and, in the case of a breach which is capable of remedy, fails to remedy such breach within thirty (30) days of notice of the breach; or
  - voluntarily files a petition under bankruptcy or insolvency law; has a receiver or administrative receiver appointed over it or any of its assets; passes a resolution for winding-up) or a court of competent jurisdiction makes an order to that effect; becomes subject to an administration order; enters into any voluntary arrangement with its creditors; ceases or threatens to cease to carry on business; or is subject to any analogous event or proceeding in any applicable jurisdiction.
- 8.3 Termination of any Order shall have no effect on any other Order under this Agreement.
- 8.4 On termination of Your Subscription or this Agreement for any reason, You shall cease use of the Software and copies thereof and, at Your choice, either (i) delete them from all Your equipment and storage media and certify to Us in writing that you have done so; or (ii) return these items to Us.

## 9. Limited Warranty

- 9.1 We warrant that the Software shall substantially perform as specified in the applicable Product Description, Order and any documents referenced therein for the Subscription Term, when used in accordance with its supporting materials and the terms of the Agreement. We do not warrant any specifications other than those set out in the Product Description. You shall specifically not assume any statements made in presentations of the Software, Our public statements or advertising campaigns to be warranted, except where We have confirmed such further warranty explicitly and in writing. Any warranty other than the limited warranty set out in Section 9.1 must be made in writing and confirmed by Our management. You acknowledge and are aware that software and related documentation can never be fully error-free in accordance with current state of technology.
- 9.2 We particularly do not warrant:
- incidents caused by Your use of the Software with any third-party software or third-party services, to the extent the third-party software or service caused the incident(s) reported by You;
  - Software related problems caused by misuse, improper testing, unauthorized attempts to repair, modifications or customizations to the Software by You or any other cause beyond the range of the intended use of the Software, unless You can prove that such use was not the cause of such problem; or
  - that the Software will achieve Your intended results, nor that the Software has been developed to meet Your individual requirements.
- 9.3 During the Subscription Term, should a warranty breach occur, and is notified to Us in accordance with the process defined in the Support Services Description (i.e. as a ticket) within a reasonable period of time, We will at Our sole option and expense either:
- repair the Software or parts therein; or
  - replace the Software or parts therein with software that substantially meets the warranted specifications, which may be met by providing You with a new Release; and
- if We cannot reasonably repair or replace the affected Software, then You may, in the event of warranty breaches which are not only insignificant (*unerheblich*), either request a partial refund of the Subscription Fees (*Minderung*) or terminate the Order for the affected Software. Damage claims and claims for vain expenditure (*vergebliche Aufwendungen*) in view of Our breach of warranty shall be subject to the limitation of liability in Section 11.
- 9.4 Warranty claims asserted under one Order shall have no effect on any other Orders or other contracts that are in place between You and Us.

- 9.5 We warrant that Our Support Services will be rendered with due care, skill and ability and in accordance with recognized standards of good practice. To the extent You are using an Release provided by Us as part of the Support Services within the limitations of the Agreement, the preceding provisions in Section 9.1 to 9.4 shall also apply to Your then-currently used Release.
- 9.6 Warranty claims regarding Releases shall be limited to additions or other modifications provided by the new Release in comparison to the preceding Release.
- 9.7 To the maximum extent permitted by applicable law, the warranties and remedies provided in this section 9 are exclusive and in lieu of all other warranties, terms and conditions, express, implied or statutory, including warranties, terms and conditions of merchantability, accuracy, correspondence with description, fitness for a purpose, satisfactory quality and non-infringement, all of which are, to the maximum extent permitted by applicable law, expressly disclaimed by Us, Our Affiliates and suppliers.

## 10. Intellectual Property Indemnity

- 10.1 We warrant during the Subscription Term in accordance with the following provisions that the rights granted to You in accordance with Section 5 are not affected by third party rights in the Territory.
- 10.2 If a third party asserts a claim against You alleging that the possession, use, or support of the Software (or any part thereof) in accordance with the terms of the Agreement infringes the Proprietary Rights of a third party in the Territory ("Infringement Claim"), We shall be liable to You subject to the exclusions in Sections 10.3 and 10.4 as follows. Subject to Sections 10.3 and 10.4, in the event of an Infringement Claim, We shall, at Our sole option and expense
- a modify the infringing Software so that it ceases to be infringing without loss of substantial functionality or replace the infringing portion of the Software with non-infringing software; or
  - b procure a license to enable You to legally continue using the Software and hold You harmless from such license fees.
- If We do not provide you with one of the options above, We may, at Our sole discretion, terminate Your Subscription for the affected Software with immediate effect and reimburse You any prepaid Subscription Fees covering the remainder of the Subscription and either take back the infringing Software to the extent possible or require You to remove or delete it. Damage claims and claims for vain expenditure (*vergebliche Aufwendungen*) shall be subject to the limitation of liability in Section 11.
- 10.3 We shall only be liable to You for any Infringement Claim provided You:
- a provide Us with prompt written notice of the Infringement Claim;
  - b do not enter into any settlement or compromise of the Infringement Claim without Our prior written consent; and do not undertake any other action in response to any Infringement Claim that is prejudicial to Our rights;
  - c permit Us to exclusively control the defence, negotiations and any settlement of the Infringement Claim;
  - d provide Us with all reasonable information and assistance for the Infringement Claim; and
  - e use all commercially reasonable efforts to mitigate against any of Your losses, damages or costs related to the Infringement Claim.
- 10.4 We shall not be liable to You for Infringement Claims where the infringement is caused by:
- a Unauthorized changes You have made or that have been made on Your behalf to the Software;
  - b Your use of a non-current Release, Major Release or other Release, if the Infringement Claim would have been avoided by You using the latest version of Software or Release that We have made available to You; or
  - c Your use of the Software outside the scope of this Agreement, Your Subscription, the Order or supporting materials.
- 10.5 This Section 10 constitutes Your exclusive remedy and Our entire liability in respect of any actual or alleged infringement claims.

## 11. Liability

- 11.1 Our aggregate liability to You for or in respect of any damages and vain expenditures (*vergebliche Aufwendungen*) under or in connection with the Agreement regardless of its legal basis shall be limited as follows:
- a We shall be liable without limitation in the event of wilful misconduct, gross negligence (*grobe Fahrlässigkeit*) and the negligently or wilfully caused damages relating to death or personal injury or in the case of liability pursuant to the Product Liability Act (*Produkthaftungsgesetz*); and
  - b Unless stated otherwise in Section 11.1 lit. a, in cases of simple negligence (*einfache Fahrlässigkeit*), We shall only be liable for the breach of so-called cardinal obligations (i.e. obligations which are essential to the performance of the Agreement

and which You may reasonably rely upon). In such cases, Our liability to You for or in respect of any loss or damage suffered by You under or in connection with an Order shall be limited (i) per damaging event to an amount of Euro 100,000 and (ii) in the aggregate for all damages incurred over a period of twelve (12) months, to the total amount of Subscription Fees You paid to Us in these twelve (12) months, however not to fall short of Euro 200,000.

- 11.2 The strict liability of the lessor for breaches of warranty upon commencement of the lease (*verschuldenunsabhängige Haftung für anfängliche Mietmängel*) in accordance with Section 536a (1) Alt. 1 of the German Civil Code shall be excluded.
- 11.3 We shall not be precluded from claiming contributory negligence.
- 11.4 All contractual and non-contractual claims for damages or vain expenditures against Us shall be time-barred after a period of one (1) year. The period of limitation shall commence in accordance with Section 199 (1) German Civil Code. The period of limitation shall, at the latest, be deemed completed five (5) years after the claim arose. Sentences 1 to 3 of this Section 11.4 shall not apply in the case of wilful misconduct, gross negligence or in view of personal damages under the Product Liability Act.
- 11.5 You acknowledge and agree that You shall be responsible for producing back-ups of Your data.
- 11.6 We shall have no liability to You under this Agreement if we are prevented from, or delayed in, performing Our obligations under this agreement or from carrying on Our business by a Force Majeure Event.

## 12. Confidentiality

- 12.1 Each party retains all rights in its Confidential Information. Both parties undertake to treat as confidential all of the other party's Confidential Information acquired before and in connection with performance of the Agreement and to use such Confidential Information only to perform the Agreement. Confidential Information shall not be reproduced in any form except as required to accomplish the intent of the Agreement. Any reproduction of Confidential Information of the other party shall contain any and all confidential or proprietary notices or legends which appear on the original. With respect to the Confidential Information of the other party, each party: (a) shall take all those steps the receiving party takes to protect its own similar proprietary and Confidential Information, which shall not be less than a reasonable standard of care to keep all Confidential Information strictly confidential; and (b) shall not disclose any Confidential Information of the other to any person other than those Representatives whose access is necessary to enable it to perform the Agreement and who are obliged to maintain confidentiality to a similar extent as provided herein. Each party will be responsible for its Representatives' compliance with the provisions of this Section. The parties each shall have the right to provide the Authorized Reseller with this Agreement.
- 12.2 A party which becomes aware of a suspected or actual breach of confidentiality, misuse or unauthorized dissemination relating to the other party's Confidential Information shall inform the other party in writing without undue delay.
- 12.3 Section 12.1 shall not apply to any Confidential Information that: (a) is independently developed by the receiving party without reference to the disclosing party's Confidential Information, (b) is lawfully received free of restriction from a third party having the right to furnish such Confidential Information; (c) has become generally available to the public without a contractual breach by the receiving party; (d) at the time of disclosure, was known to the receiving party free of restriction; (e) the disclosing party has agreed in writing to be free of such restrictions; or (f) has to be disclosed pursuant to statutory law or court, administrative or governmental order. In such event, the receiving party shall inform the disclosing party of the applicable provision or order without undue delay, to the extent legally possible, in order to enable the disclosing party to seek legal protection or otherwise prevent or limit disclosure of the Confidential Information.
- 12.4 Upon request, the receiving party shall destroy or return to the disclosing party all materials containing any of the Confidential Information and any copies or derivatives prepared therefrom. However, this obligation to return or destroy Confidential Information shall not apply to copies of electronically-exchanged Confidential Information made as a matter of routine information technology backup and to Confidential Information or copies thereof which must be stored by the receiving party according to provisions of mandatory law, provided that such Confidential Information or copies thereof shall remain subject to the confidentiality obligations under this Agreement.
- 12.5 The obligations in this Section shall, with respect to each disclosure of Confidential Information, apply for a period of 5 (five) years from its first disclosure, provided, however, that trade secrets shall be protected until they are no longer trade secrets under applicable law.

## 13. Feedback

- 13.1 You may, at Your sole discretion, provide Your input regarding the Software, products, services, business or technology plans, including, without limitation, comments or suggestions regarding the possible creation, modification, correction,

improvement or enhancement of the Software, products and/or services, or input as to whether You believe Our development direction is consistent with Your own business and IT needs (collectively "Feedback"). We shall be entitled to use Feedback for any purpose without notice, restriction or remuneration of any kind to You and/or Your Representatives.

13.2 You acknowledge that any information that We may disclose to You related to the Software, Our other products, services, business or technology plans, under an Order or otherwise, is only intended as a discussion of possible strategies, developments, and functionalities of Our products or services and is not intended to be binding on Us regarding any particular course of business, product strategy, and/or development.

#### 14. General Provisions

14.1 **Sub-contracting.** We may subcontract all or part our obligations under the Agreement to a qualified third party. We may also at any time involve any of Our Affiliates and successors in business as sub-contractors under this Agreement. In such event, We will be liable for any such sub-contractors used in the performance of Our obligations under the Agreement.

14.2 **Assignment.** Except as permitted herein, neither party may assign the Agreement, in whole or in part, without the prior written consent of the other, not to be unreasonably withheld. Any attempt by either party to assign or transfer the Agreement without the prior written consent of the other will be null and void. Notwithstanding the foregoing, We may at any time upon notice to You assign or otherwise transfer Our rights and obligations under the Agreement to any of Our Affiliates or successors in business. We may further at any time involve any of Our Affiliates and successors in business as subcontractors under this Agreement. Section 354a German Commercial Code (*Handelsgesetzbuch*) shall remain unaffected.

14.3 **Governing Law.** The Agreement is governed by the laws of Germany and the parties submit to the exclusive jurisdiction of the courts in Munich, Germany. The United Nations Convention on the International Sale of Goods (CISG) shall not apply.

14.4 **Amendments.** Any amendments or additions to this Agreement must be made in writing and executed by duly authorised representatives of both parties. This shall also include any deviation from the preceding requirement of written form. The written form requirement also applies to any contractual notification such as notices of termination, letters of reminder and the setting of grace periods.

14.5 **Entire Agreement.** These Terms, together with any Order between You and Us, constitute the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements between the parties, whether written or oral, relating to the same subject matter. In the event of any inconsistencies between these Terms and an Order between You and Us, the Order shall take precedence over these Terms. Any purchase order, purchasing terms, general terms of business or other document issued by You for administrative convenience only and will not be binding on Us.

14.6 **Severability.** Should parts of the Agreement be or become invalid, this shall not affect the validity of the remaining provisions of the Agreement, which shall remain unaffected. The invalid provision shall be replaced by the parties with such term which comes as close as possible, in a legally permitted manner, to the commercial terms intended by the invalid provision.

14.7 **Export Control and Compliance with Laws .** The Software is subject to the export control laws of various countries, including without limit the laws of the United States and Germany. You agree that You will not submit the Software to any government agency for licensing consideration or other regulatory approval without Our prior written consent, and will not export the Software to countries, persons or entities prohibited by such laws. You are also responsible for complying with all applicable legal regulations of the country where You are registered, and any foreign countries with respect to the use of Software by You and Your Affiliates.

14.8 **Notices.** Except as otherwise specified in the Agreement, all notices hereunder shall be in writing and shall be deemed to have been given upon: (i) personal delivery, (ii) two business days after sending by e-mail. E-mails to Us shall be directed CFO/Legal at (cfo@celonis.com), and e-mails to You shall be addressed to the administrative contact designated in Your Order. Notices relating to an Infringement Claim under Section 10 must be sent by registered mail and e-mail.

14.9 **Surviving Provisions .** The terms which by their nature are intended to survive termination or expiration of the Agreement shall survive any such termination and expiration including without limitation the following Sections: 6.1 to 14.

## Annex A Definition

1. **"Affiliate"**: any entity that directly or indirectly controls, is controlled by, or is under common control with You or Us, as the case may be, but only for so long as the control exists. "Control," for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests.
2. **"Agreement"**: these Terms and any Order between You and Us.
3. **"Authorized Reseller"**: a reseller, distributor or other partner authorized by Celonis to sell Celonis products
4. **"Confidential Information"**: any information disclosed to a party by the other party concerning the business and/or affairs of the other party, including but not limited to information relating to a party's operations, technical or commercial know-how, specifications, inventions, processes or initiatives, plans, product information, pricing information, know-how, designs, trade secrets, software, documents, data and information which, when provided by one party to the other: a) are clearly identified as "Confidential" or "Proprietary" or are marked with a similar legend; b) are disclosed orally or visually, identified as Confidential Information at the time of disclosure and confirmed as Confidential Information in writing within 10 (ten) days; or c) a reasonable person would understand to be confidential or proprietary at the time of disclosure.
5. **"Customer Data"**: the data and information provided by You to Us through Your use of the Software.
6. **"Data Protection Laws"**: all laws, rules, regulations, decrees, or other enactments, orders, mandates, or resolutions relating to privacy, data security, and/or data protection, and any implementing, derivative or related legislation, rule, and regulation as amended, extended, repealed and replaced, or re-enacted, as well as any applicable industry self-regulatory programs related to the collection, use, disclosure, and security of Personal Information including the EU General Data Protection Legislation (Regulation (EU) 2016/679 of the European Parliament (GDPR)).
7. **"Documentation"**: the product description of the applicable Software, as made available by Us on the Celonis website (currently under <https://www.celonis.com/terms-and-conditions/>).
8. **"Fees"**: the fees payable by You for the Subscription as set out in an Order.
9. **"Force Majeure Event"**: acts, events, omissions or accidents beyond Our reasonable control, including, without limitation, strikes, industrial disputes, failure of a utility service or transport network, acts of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of machinery, act of terror, Internet service provider failure or delay, denial of service attack, fire, flood or storm, but excluding (a) financial distress or the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.
10. **"Initial Subscription Term"**: the initial term of Your Subscription as agreed in the Order which commences on the date of acceptance of the Order or as otherwise agreed to by the parties.
11. **"Major Release"**: a Release of the Software that is designated by Us as such in accordance with our then-current naming convention (e.g. Major Release 3 -> Major Release 4).
12. **"Malware"**: any thing or device (including any software, code, file or program) which may prevent, impair or otherwise adversely affect the access to or operation, reliability or user experience of any computer software, hardware or network, telecommunications service, equipment or network or any other service or device, including worms, trojan horses, viruses and other similar things or devices.
13. **"Metrics Definition"**: the then current document(s) made available by Us as "Celonis Definition license scope / subscription scope" on the Celonis website (currently under <https://www.celonis.com/terms-and-conditions/>) describing the then-currently available licensing and subscription metrics for the Software.
14. **"Minor Release"**: a Release of the Software within a given Major Release that We designate through a respective change in numbering in accordance with our then-current naming convention (e.g. Release 4.2 -> Release 4.3).
15. **"Order"**: an order entered into between You and Us specifying the Subscription You have ordered, and the Fees owed thereunder, and such other terms as are agreed, including any addenda and supplements thereto.
16. **"Personal Data"**: any data and information relating to an identified or identifiable living individual person as defined under applicable Data Protection Laws.

17. **"Proprietary Rights"** : rights in patents, utility models, trademarks, service marks, trade names, other trade-identifying symbols and inventions, copyrights, design rights, database rights, rights in know-how, trade secrets and any other intellectual property rights, anywhere in the world, whether registered or unregistered, and including applications for the grant of any such rights.
18. **"Reasonable Steps"**: those steps the receiving party takes to protect its own similar proprietary and Confidential Information, which shall not be less than a reasonable standard of care.
19. **"Release"**: any new Major Release, Minor Release, bug-fix or patch We make available to You for Your Subscription.
20. **"Renewal Term"**: has the meaning set out in Section 8.1.
21. **"Representatives"**: of a party are its and its Affiliates' employees, directors, advisers and subcontractors.
22. **"Software"**: the Celonis standard software made available to You pursuant to an Order. Software includes Releases but does not include any modification or add-ons to the Software.
23. **"Subscription"**: the subscriptions You purchase under an Order for Your use of to the Software and Support Services in accordance with the Agreement.
24. **"Subscription Fees"** : the Fees payable for the Software as set out in an Order.
25. **"Subscription Term"** : the Initial Subscription Term and any subsequent Renewal Terms as set out in an Order.
26. **"Support Services"**: the support services, as described in the Support Services Description, that We provide to You in respect of the Software.
27. **"Support Services Description"** : the then-current documents describing in more detail the Support Services and made available by Us on the Celonis website (currently under <https://www.celonis.com/terms-and-conditions/>).
28. **"Taxes"**: any applicable sales, use, value added, duties, assessments, excise, withholding or other taxes assessable by any jurisdiction whatsoever based on the applicable Order Form.
29. **"Terms"**: this Celonis Software Subscription Agreement.
30. **"Territory"**: the country of Your registered business seat as defined in the Order and the European Economic Area.
31. **"User"**: those employees, agents and independent contractors of Yours or Your Affiliates who are authorized by You to use the Software in accordance with the Agreement, and to whom You have supplied a user identification and password (if applicable).
32. **"We," "Us," "Our" or "Celonis"** : the Celonis entity entering into the applicable Order with You.
33. **"You" or "Your"**: the company or other legal entity that enters into the applicable Order with Celonis.



## Annex B

### Data Processing Agreement

This Data Processing Agreement including its Exhibits (the "DPA") details the parties' obligations on the protection of Personal Data associated with Our Processing of Your Personal Data within the scope of the applicable Order or any agreement between You and Celonis for providing Services (hereinafter, the "Agreement").

#### 1. Processing of Personal Data

- 1.1. With regard to the Processing of Personal Data, You are the controller and determine the purposes and means of Processing of Personal Data You provide to Us ("Controller") and You appoint Us as a processor ("Processor") to process such Personal Data (hereinafter, "Data") on Your behalf (hereinafter, "Processing").
- 1.2. The details of the type and purpose of Processing are defined in the Exhibits attached hereto. Except where the DPA stipulates obligations beyond the Term of the Agreement, the duration of this DPA shall be the same as the Agreement Term.
- 1.3. You shall be solely responsible for compliance with Your obligations under the applicable Data Protection Laws, including, but not limited to, the lawful disclosure and transfer of Personal Data to Us by upload of source data into the Cloud Service or otherwise.
- 1.4. Processing shall include all activities detailed in this Agreement and the instructions issued by You. You may, in writing, modify, amend, or replace such instructions by issuing such further instructions to the point of contact designated by Us. Instructions not foreseen in or covered by the Agreement shall be treated as requests for changes. You shall, without undue delay, confirm in writing any instruction issued orally. Where We believe that an instruction would be in breach of applicable law, We shall notify You of such belief without undue delay. We shall be entitled to suspend performance on such instruction until You confirm or modify such instruction.
- 1.5. We shall ensure that all personnel involved in Processing of Customer Data and other such persons as may be involved in Processing shall only do so within the scope of the instructions. We shall ensure that any person Processing Customer Data is subject to confidentiality obligations similar to the confidentiality terms of the Agreement. All such confidentiality obligations shall survive the termination or expiration of such Processing.

#### 2. Data Security

- 2.1. We shall implement technical and organizational measures and safeguards that ensure the adequate protection of Customer Data, confidentiality, integrity, availability and resilience of processing systems and services and shall implement a process for regularly testing, assessing and evaluating the effectiveness of technical and organizational measures for ensuring the security of the Processing, as further specified at <https://www.celonis.com/trust-center/>. It shall be Your responsibility to familiarize Yourself with these measures and to assess whether they ensure a level of security appropriate to the risk.
- 2.2. To demonstrate adequate levels of protection, We have obtained third-party certification and audits of Our information security program, e.g. DIN ISO/IEC 27001:2015. All Our certificates are available at <https://www.celonis.com/trust-center/>.
- 2.3. We reserve the right to modify the measures and safeguards implemented, provided, however, that the level of security shall not materially decrease during a Subscription Term.

#### 3. Our Obligations

- 3.1. We shall notify You without undue delay after We become aware of any accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Customer Data, including Personal Data, stored or otherwise processed by Us or Our sub-processors ("Security Incident").
- 3.2. We shall use best efforts to identify the cause of such Security Incident and take the measures We deem necessary and within Our control for remediating and securing Customer Data; We shall coordinate such efforts with You without undue delay. We shall correct or erase Customer Data if instructed by You and where covered by the scope of the instructions permissible. Where an erasure, consistent with data protection requirements, or a corresponding restriction of Processing is impossible, We shall, based on Your instructions, and unless agreed upon differently in the Agreement, destroy, in compliance with data protection requirements, all data or return the same to You.
- 3.3. In specific cases designated by You, such Customer Data shall be stored or handed over. The associated cost for doing so and protective measures to put in place shall be agreed upon separately, unless already agreed upon in the Agreement. We shall, upon termination of Processing and upon Your instruction, return all Customer Data, carrier media and other materials to You or delete the same.
- 3.4. Where a data subject asserts any claims against You in accordance with Article 82 of the GDPR, We shall, where possible, support You in defending against such claims, at Your cost.

#### **4. Your Obligations**

- 4.1. You shall notify Us without undue delay, and comprehensively, of any defect or irregularity with regard to provisions on data protection detected by You in the results of Our work.
- 4.2. Where a data subject asserts any claims against Us in accordance with Article 82 of the GDPR, You shall, where possible, support Us in defending against such claims, at Our cost.
- 4.3. You shall notify Our point of contact listed in Exhibit 1 for any issues related to data protection arising out of or in connection with the Agreement.

#### **5. Data Subjects Rights**

- 5.1. Where a data subject asserts claims for rectification, erasure or access to Us, and where We are able to correlate the data subject to You, based on the information provided by the data subject, We shall refer such data subject to You without undue delay. We shall support You, where possible, and based upon Your instruction insofar as agreed upon. We shall not be liable in cases where You fail to respond to the data subject's request completely, correctly, or in a timely manner. Notwithstanding the foregoing, if Your employee submits a data subject request in relation to Online Training Cloud, You agree that we can fulfill such request without Your further approval.
- 5.2. We shall support You, insofar as is agreed upon by the parties, and where possible for Us, in fulfilling data subjects' requests and claims, as detailed in chapter III of the GDPR and in fulfilling the obligations enumerated in Articles 33 to 36 GDPR.

#### **6. Options for Documentation**

- 6.1. We shall document and, upon request, provide such documentation of Our compliance with the obligations agreed upon in this DPA by appropriate measures.
- 6.2. If You require an audit of our compliance under this DPA, such audits and inspections will be conducted upon 30 days prior written notice, at most once per calendar year, during regular business hours, without interfering with Our operations, and subject to the execution of a confidentiality agreement. We shall be entitled to reject auditors that are competitors of Ours. You hereby consent to the appointment of an independent external auditor by Us, provided that We provide a copy of the audit report to You.
- 6.3. Where a data protection or other applicable supervisory authority conducts an audit, para. 2 above shall apply mutatis mutandis. The execution of a confidentiality agreement shall not be required if such supervisory authority is subject to professional or statutory confidentiality obligations whose breach is sanctionable under the applicable criminal code.

#### **7. Sub-processing**

- 7.1. We shall not sub-process any of Our obligations under this Agreement except as set forth in this DPA.
- 7.2. You hereby consent to Our use of the sub-processors listed in Exhibit 1 to this DPA in connection with the performance of the Agreement. We shall, prior to the use of further sub-processors, obtain Your prior approval, such approval not to be withheld except for important reasons related to compliance with Data Protection Laws. In such case, We or the respective sub-processor will enter into a written agreement with each sub-processor containing data protection obligations not less protective than those in this Agreement with respect to the protection of Customer Data to the extent applicable to the nature of the Services provided by such sub-processor.
- 7.3. We shall conclude, with such sub-processors, contractual terms necessary to ensure an appropriate level of data protection and information security and in compliance with all Data Protection Laws.
- 7.4. We will be liable for the acts and omissions of Our sub-processors to the same extent We would be liable if we were performing the Services for each sub-processor directly under the terms of this DPA, except as otherwise set forth in the Agreement.

#### **8. Obligations to Inform, Mandatory Written Form, Choice of Law**

- 8.1. Where Customer Data becomes subject to search and seizure, an attachment order, confiscation during bankruptcy or insolvency proceedings, or similar events or measures by third parties while in Our control, We shall notify You of such action without undue delay. We shall, without undue delay, notify all pertinent parties in such action, that any Customer Data affected thereby is Your sole property and area of responsibility, that Customer Data is at Your sole disposition, and that You are the responsible body under the GDPR.
- 8.2. No modification of this DPA, including but not limited to, Our representations and obligations, if any, shall be valid and binding unless made in writing, and only if such modification expressly states that such modification applies to the terms of this DPA. The foregoing shall also apply to any waiver or change of this mandatory written form.
- 8.3. In case of any conflict, the terms of this DPA shall take precedence over the terms of the Agreement. Where individual terms of this DPA are invalid or unenforceable, the validity and enforceability of the other terms of this DPA shall not be affected.

8.4. This DPA is subject to the laws of the Member State in which the Controller is established (provided this is within the EEA, Switzerland or the United Kingdom), and for all other cases subject to the laws applicable pursuant to Section 14.3 of the Agreement and the parties submit to the exclusive jurisdiction of those courts for any disputes arising out of or in connection with this DPA.

**9. Liability.** The Limitation of Liability Section of the Terms shall apply except as explicitly agreed otherwise in this DPA.

## **10. International Transfers**

10.1. We will only transfer Personal Data outside the European Economic Area where We have complied with Our obligations under applicable Data Protection Laws in ensuring adequate safeguards in relation to such transfer.

10.2. The unmodified EU Standard Contractual Clauses (the "SCCs") set forth in Exhibit 2 of this DPA shall apply to any transfers of Personal Data under this DPA from the European Union, the European Economic Area and/or their member states, Switzerland and the United Kingdom to countries which do not ensure an adequate level of data protection within the meaning of Data Protection Laws of the foregoing territories, to the extent such transfers are subject to such Data Protection Laws.

10.3. Where required to ensure an adequate level of data protection, You herewith grant Us authority to enter into "controller-to-processor" agreements with Our non-EEA sub-processors in Your name and on Your behalf. These agreements must be based on unmodified EU Standard Contractual Clauses or other templates or mechanisms approved by the EU Commission for ensuring an adequate level of data protection between You and Our sub-processors within the meaning of applicable Data Protection Laws. Upon Your request, We shall provide You with a copy of the respective documentation entered into with Our sub-processor in this regard.

## **11. TERMS FOR THE SCCs**

11.1. The SCCs and the additional terms specified in this Section apply to (i) a customer which is subject to the Data Protection Laws of the European Union, the European Economic Area and/or their member states, Switzerland and/or the United Kingdom and, (ii) its Authorized Affiliates. For the purpose of the SCCs and this Section, the aforementioned entities shall be deemed "data exporters".

11.2. This DPA and the Agreement are Your complete and final documented instructions at the time of signature of the Agreement to Us for the Processing of Personal Data. Any additional or alternate instructions must be agreed upon separately. For the purposes of Clause 5(a) of the SCCs, the following is deemed an instruction by You to process Personal Data: (a) Processing in accordance with the Agreement and applicable Order(s); (b) Processing initiated by Users in their use of the Services and (c) Processing to comply with other reasonable documented instructions provided by You (e.g., via e-mail) where such instructions are consistent with the terms of the Agreement.

11.3. Pursuant to Clause 5(h) of the SCCs, You acknowledge and expressly agree that (a) Our Affiliates may be retained as Sub-processors; and (b) Us and Our Affiliates respectively may engage third-party Sub-processors in connection with the provision of the Services. We shall make available to You the current list of Sub-processors.

11.4. Pursuant to Clause 5(h) of the SCCs, You acknowledge and expressly agree that We may engage new Sub-processors as described in Section 8 of the DPA.

11.5. The parties agree that the copies of the Sub-processor agreements that must be provided by Us to You pursuant to Clause 5(j) of the SCCs may have all commercial information, or clauses unrelated to the SCCs, removed by Us beforehand; and, that such copies will be provided by Us, in a manner to be determined in Our discretion, only upon request.

11.6. The parties agree that the audits described in Clause 5(f) and Clause 12(2) of the SCCs shall be carried out in accordance with the following specifications:

11.7. Upon Your request, and subject to the confidentiality obligations set forth in the Agreement, We shall make available to You or Your independent, third-party auditor information regarding the Our compliance with the obligations set forth in this DPA in the form of the third-party certifications and audits set forth in the Celonis Trust Center Documentation. You may contact [isms@celonis.com](mailto:isms@celonis.com) to request an on-site audit of the procedures relevant to the protection of Personal Data. You shall reimburse Us for any time expended for any such on-site audit at the Our then-current Professional Services rates. Before the commencement of any such on-site audit, the parties shall mutually agree upon the scope, timing, and duration of the audit in addition to the reimbursement rate for which You shall be responsible. All reimbursement rates shall be reasonable, taking into account the resources expended by Us. You shall promptly notify Us with information regarding any non-compliance discovered during the course of an audit.

11.8. The parties agree that the certification of deletion of Personal Data that is described in Clause 12(1) of the SCCs shall be provided to You only upon Your request.

11.9. In the event of any conflict or inconsistency between the body of this DPA and any of its Schedules (not including the SCCs) and the SCCs, the SCCs shall prevail.

**Exhibit 1 – Purpose and Scope of Data Processing**  
 (as per the specifications in an Order, which may be in addition to the below)

**1. Scope of data processing**

**Support Services:** Processor’s personnel may access Controller’s instance or be provided Controller’s data excerpted from Controller’s Software instance on a case-by-case basis if requested by the Controller in the context of Support Services (e.g. “shadowing”). In addition, Personal Data of Controller’s employees issuing Support Services requests (“tickets”) may be stored by Processor for the purposes of administrating the Support Services.

**2. Procedures of data processing**

**Support Services:** The Support Ticketing Tool used by Processor is externally hosted in a data center and used by Processor’s personnel for the purposes of administering the support tickets. Shadowing of Users or otherwise accessing of data sets as part of Support Services only occurs where explicitly required by the Controller.

**3. Purpose of data processing**

**Support Services:** Support of the Software through provision of Support Services for the Controller.

**4. Categories of data which is processed under the instructions of the Controller**

Name, identification number, emails, business address, Communication data (e. g. phone, cellphone, email), Process Log data, Usernames from the Controller’s IT / ERP system.

Further data or categories of data (please specify):

**5. Data subjects**

Employees, customers, vendors, agents, or consultants of the Controller based on Services provided.

**6. Data Protection Officer of the Processor :** Dr. Kraska, Sebastian; +49 89 1891 7360; [skraska@iitr.de](mailto:skraska@iitr.de)

**7. Contact for the Processor:**

[security-incident@celonis.com](mailto:security-incident@celonis.com)

**8. Contact for the Controller:** To be provided by Controller via email to Processor at above address.

**9. Permitted Sub-processors**

Processor may use the following sub-processors (based on the respective processing according to the relevant Order):

Sub-processor name and processing location (as applicable)	Description of processing
HappyFox Inc., Frankfurt, Germany	Operation of the Support Ticketing Tools
Salesforce.com Germany GmbH, Munich, Germany	Operation of the Support Ticketing Tools
Our Affiliates (as applicable): Celonis SE, Germany Celonis, Inc., United States Celonis AB, Sweden Celonis ApS, Denmark Celonis B.V., The Netherlands Celonis Canada Ltd., Canada Celonis K.K., Japan Celonis LLC., Kosovo Celonis Ltd., United Kingdom Celonis SAS, France Celonis Schweiz GmbH, Switzerland Celonis S.L., Spain Celonis Srl, Italy Integromat s.r.o., Czech Republic	Support of the Services through personnel of such Affiliate.

## Exhibit 2– STANDARD CONTRACTUAL CLAUSES (Controller to Processor)

For the purposes of Article 26(2) of Directive 95/46/EC for the transfer of personal data to processors established in third countries which do not ensure an adequate level of data protection

Name of the data exporting organisation:

Address: ...

Tel. ...; fax ...; e-mail: ...

Other information needed to identify the organisation:

(the data **exporter**)

And

Name of the data importing organisation:

Address: ...

Tel. ...; fax ...; e-mail: ...

Other information needed to identify the organization:

(the data **importer**)

each a 'party'; together 'the parties';

HAVE AGREED on the following Contractual Clauses (the Clauses) in order to adduce adequate safeguards with respect to the protection of privacy and fundamental rights and freedoms of individuals for the transfer by the data exporter to the data importer of the personal data specified in Appendix 1.

### **Clause 1 Definitions**

For the purposes of the Clauses:

- (a) 'personal data', 'special categories of data', 'process/processing', 'controller', 'processor', 'data subject' and 'supervisory authority' shall have the same meaning as in Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;
- (b) 'the data exporter' means the controller who transfers the personal data;
- (c) 'the data importer' means the processor who agrees to receive from the data exporter personal data intended for processing on his behalf after the transfer in accordance with his instructions and the terms of the Clauses and who is not subject to a third country's system ensuring adequate protection within the meaning of Article 25(1) of Directive 95/46/EC;
- (d) 'the sub-processor' means any processor engaged by the data importer or by any other sub-processor of the data importer who agrees to receive from the data importer or from any other sub-processor of the data importer personal data exclusively intended for processing activities to be carried out on behalf of the data exporter after the transfer in accordance with his instructions, the terms of the Clauses and the terms of the written subcontract;

(e)'the applicable data protection law' means the legislation protecting the fundamental rights and freedoms of individuals and, in particular, their right to privacy with respect to the processing of personal data applicable to a data controller in the Member State in which the data exporter is established;

(f)'technical and organisational security measures' means those measures aimed at protecting personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, in particular where the processing involves the transmission of data over a network, and against all other unlawful forms of processing.

## **Clause 2**      **Details of the transfer**

The details of the transfer and in particular the special categories of personal data where applicable are specified in Appendix 1 which forms an integral part of the Clauses.

## **Clause 3**      **Third-party beneficiary clause**

1.The data subject can enforce against the data exporter this Clause, Clause 4(b) to (i), Clause 5(a) to (e), and (g) to (j), Clause 6(1) and (2), Clause 7, Clause 8(2), and Clauses 9 to 12 as third-party beneficiary.

2.The data subject can enforce against the data importer this Clause, Clause 5(a) to (e) and (g), Clause 6, Clause 7, Clause 8(2), and Clauses 9 to 12, in cases where the data exporter has factually disappeared or has ceased to exist in law unless any successor entity has assumed the entire legal obligations of the data exporter by contract or by operation of law, as a result of which it takes on the rights and obligations of the data exporter, in which case the data subject can enforce them against such entity.

3.The data subject can enforce against the sub-processor this Clause, Clause 5(a) to (e) and (g), Clause 6, Clause 7, Clause 8(2), and Clauses 9 to 12, in cases where both the data exporter and the data importer have factually disappeared or ceased to exist in law or have become insolvent, unless any successor entity has assumed the entire legal obligations of the data exporter by contract or by operation of law as a result of which it takes on the rights and obligations of the data exporter, in which case the data subject can enforce them against such entity. Such third-party liability of the sub-processor shall be limited to its own processing operations under the Clauses.

4.The parties do not object to a data subject being represented by an association or other body if the data subject so expressly wishes and if permitted by national law.

## **Clause 4**      **Obligations of the data exporter**

The data exporter agrees and warrants:

(a)that the processing, including the transfer itself, of the personal data has been and will continue to be carried out in accordance with the relevant provisions of the applicable data protection law (and, where applicable, has been notified to the relevant authorities of the Member State where the data exporter is established) and does not violate the relevant provisions of that State;

(b)that it has instructed and throughout the duration of the personal data-processing services will instruct the data importer to process the personal data transferred only on the data exporter's behalf and in accordance with the applicable data protection law and the Clauses;

(c)that the data importer will provide sufficient guarantees in respect of the technical and organisational security measures specified in Appendix 2 to this contract;

(d)that after assessment of the requirements of the applicable data protection law, the security measures are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, in particular where the processing involves the transmission of data over a network, and against all other unlawful

forms of processing, and that these measures ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected having regard to the state of the art and the cost of their implementation;

- (e) that it will ensure compliance with the security measures;
- (f) that, if the transfer involves special categories of data, the data subject has been informed or will be informed before, or as soon as possible after, the transfer that its data could be transmitted to a third country not providing adequate protection within the meaning of Directive 95/46/EC;
- (g) to forward any notification received from the data importer or any sub-processor pursuant to Clause 5(b) and Clause 8(3) to the data protection supervisory authority if the data exporter decides to continue the transfer or to lift the suspension;
- (h) to make available to the data subjects upon request a copy of the Clauses, with the exception of Appendix 2, and a summary description of the security measures, as well as a copy of any contract for sub-processing services which has to be made in accordance with the Clauses, unless the Clauses or the contract contain commercial information, in which case it may remove such commercial information;
- (i) that, in the event of sub-processing, the processing activity is carried out in accordance with Clause 11 by a sub-processor providing at least the same level of protection for the personal data and the rights of data subject as the data importer under the Clauses; and
- (j) that it will ensure compliance with Clause 4(a) to (i).

#### **Clause 5 Obligations of the data importer**

The data importer agrees and warrants:

- (a) to process the personal data only on behalf of the data exporter and in compliance with its instructions and the Clauses; if it cannot provide such compliance for whatever reasons, it agrees to inform promptly the data exporter of its inability to comply, in which case the data exporter is entitled to suspend the transfer of data and/or terminate the contract;
- (b) that it has no reason to believe that the legislation applicable to it prevents it from fulfilling the instructions received from the data exporter and its obligations under the contract and that in the event of a change in this legislation which is likely to have a substantial adverse effect on the warranties and obligations provided by the Clauses, it will promptly notify the change to the data exporter as soon as it is aware, in which case the data exporter is entitled to suspend the transfer of data and/or terminate the contract;
- (c) that it has implemented the technical and organisational security measures specified in Appendix 2 before processing the personal data transferred;
- (d) that it will promptly notify the data exporter about:
  - i. any legally binding request for disclosure of the personal data by a law enforcement authority unless otherwise prohibited, such as a prohibition under criminal law to preserve the confidentiality of a law enforcement investigation;
  - ii. any accidental or unauthorised access; and
  - iii. any request received directly from the data subjects without responding to that request, unless it has been otherwise authorised to do so;
- (e) to deal promptly and properly with all inquiries from the data exporter relating to its processing of the personal data subject to the transfer and to abide by the advice of the supervisory authority with regard to the processing of the data transferred;
- (f) at the request of the data exporter to submit its data-processing facilities for audit of the processing activities covered by the Clauses which shall be carried out by the data exporter or an inspection body composed of independent members and in

possession of the required professional qualifications bound by a duty of confidentiality, selected by the data exporter, where applicable, in agreement with the supervisory authority;

(g) to make available to the data subject upon request a copy of the Clauses, or any existing contract for sub-processing, unless the Clauses or contract contain commercial information, in which case it may remove such commercial information, with the exception of Appendix 2 which shall be replaced by a summary description of the security measures in those cases where the data subject is unable to obtain a copy from the data exporter;

(h) that, in the event of sub-processing, it has previously informed the data exporter and obtained its prior written consent;

(i) that the processing services by the sub-processor will be carried out in accordance with Clause 11;

(j) to send promptly a copy of any sub-processor agreement it concludes under the Clauses to the data exporter.

## **Clause 6 Liability**

1. The parties agree that any data subject, who has suffered damage as a result of any breach of the obligations referred to in Clause 3 or in Clause 11 by any party or sub-processor is entitled to receive compensation from the data exporter for the damage suffered.

2. If a data subject is not able to bring a claim for compensation in accordance with paragraph 1 against the data exporter, arising out of a breach by the data importer or his sub-processor of any of their obligations referred to in Clause 3 or in Clause 11, because the data exporter has factually disappeared or ceased to exist in law or has become insolvent, the data importer agrees that the data subject may issue a claim against the data importer as if it were the data exporter, unless any successor entity has assumed the entire legal obligations of the data exporter by contract or by operation of law, in which case the data subject can enforce its rights against such entity.

The data importer may not rely on a breach by a sub-processor of its obligations in order to avoid its own liabilities.

3. If a data subject is not able to bring a claim against the data exporter or the data importer referred to in paragraphs 1 and 2, arising out of a breach by the sub-processor of any of their obligations referred to in Clause 3 or in Clause 11 because both the data exporter and the data importer have factually disappeared or ceased to exist in law or have become insolvent, the sub-processor agrees that the data subject may issue a claim against the data sub-processor with regard to its own processing operations under the Clauses as if it were the data exporter or the data importer, unless any successor entity has assumed the entire legal obligations of the data exporter or data importer by contract or by operation of law, in which case the data subject can enforce its rights against such entity. The liability of the sub-processor shall be limited to its own processing operations under the Clauses.

## **Clause 7 Mediation and jurisdiction**

1. The data importer agrees that if the data subject invokes against it third-party beneficiary rights and/or claims compensation for damages under the Clauses, the data importer will accept the decision of the data subject:

(a) to refer the dispute to mediation, by an independent person or, where applicable, by the supervisory authority;

(b) to refer the dispute to the courts in the Member State in which the data exporter is established.

2. The parties agree that the choice made by the data subject will not prejudice its substantive or procedural rights to seek remedies in accordance with other provisions of national or international law.

## **Clause 8 Cooperation with supervisory authorities**

1. The data exporter agrees to deposit a copy of this contract with the supervisory authority if it so requests or if such deposit is required under the applicable data protection law.



2.The parties agree that the supervisory authority has the right to conduct an audit of the data importer, and of any sub-processor, which has the same scope and is subject to the same conditions as would apply to an audit of the data exporter under the applicable data protection law.

3.The data importer shall promptly inform the data exporter about the existence of legislation applicable to it or any sub-processor preventing the conduct of an audit of the data importer, or any sub-processor, pursuant to paragraph 2. In such a case the data exporter shall be entitled to take the measures foreseen in Clause 5(b).

#### **Clause 9**      **Governing law**

The Clauses shall be governed by the law of the Member State in which the data exporter is established, namely ...

#### **Clause 10**      **Variation of the contract**

The parties undertake not to vary or modify the Clauses. This does not preclude the parties from adding clauses on business related issues where required as long as they do not contradict the Clause.

#### **Clause 11**      **Sub-processing**

1.The data importer shall not subcontract any of its processing operations performed on behalf of the data exporter under the Clauses without the prior written consent of the data exporter. Where the data importer subcontracts its obligations under the Clauses, with the consent of the data exporter, it shall do so only by way of a written agreement with the sub-processor which imposes the same obligations on the sub-processor as are imposed on the data importer under the Clauses. Where the sub-processor fails to fulfil its data protection obligations under such written agreement the data importer shall remain fully liable to the data exporter for the performance of the sub-processor's obligations under such agreement.

2.The prior written contract between the data importer and the sub-processor shall also provide for a third-party beneficiary clause as laid down in Clause 3 for cases where the data subject is not able to bring the claim for compensation referred to in paragraph 1 of Clause 6 against the data exporter or the data importer because they have factually disappeared or have ceased to exist in law or have become insolvent and no successor entity has assumed the entire legal obligations of the data exporter or data importer by contract or by operation of law. Such third-party liability of the sub-processor shall be limited to its own processing operations under the Clauses.

3.The provisions relating to data protection aspects for sub-processing of the contract referred to in paragraph 1 shall be governed by the law of the Member State in which the data exporter is established.

4.The data exporter shall keep a list of sub-processing agreements concluded under the Clauses and notified by the data importer pursuant to Clause 5(j), which shall be updated at least once a year. The list shall be available to the data exporter's data protection supervisory authority.

#### **Clause 12**      **Obligation after the termination of personal data-processing services**

1.The parties agree that on the termination of the provision of data-processing services, the data importer and the sub-processor shall, at the choice of the data exporter, return all the personal data transferred and the copies thereof to the data exporter or shall destroy all the personal data and certify to the data exporter that it has done so, unless legislation imposed upon the data importer prevents it from returning or destroying all or part of the personal data transferred. In that case, the data importer warrants that it will guarantee the confidentiality of the personal data transferred and will not actively process the personal data transferred anymore.

2.The data importer and the sub-processor warrant that upon request of the data exporter and/or of the supervisory authority, it will submit its data-processing facilities for an audit of the measures referred to in paragraph 1.



**On behalf of the data exporter:**

Name (written out in full): ...

Position: ...

Address: ...

Other information necessary in order for the contract to be binding (if any):

**Customer's Stamp**

Customer's binding signature:

**On behalf of the data importer:**

Name: Wolfgang Döring

Position: General Counsel

Address: c/o Celonis SE, Theresienstr. 6, 80333 Munich, Germany

## Appendix 1

### to the Standard Contractual Clauses

This Appendix forms part of the Clauses and must be completed and signed by the parties

The Member States may complete or specify, according to their national procedures, any additional necessary information to be contained in this Appendix

### Data exporter

The data exporter is (please specify briefly your activities relevant to the transfer):

...

...

### Data importer

The data importer is acting as a subprocessor of Celonis SE or one of its affiliated legal entities (each the “**Celonis Contracting Entity**”), which is providing the data exporter with a cloud software solution in the field of process mining.

In this respect, the data importer’s personnel will operate the cloud infrastructure remotely in particular to cover 24/7 operations, handle support questions of employees of data exporter on behalf of the respective Celonis Contracting Entity and insofar may have access to personal data related to the data importer’s instance of the cloud services and create and process support ticket data. Where explicitly requested by data exporter’s personnel, data importer may “shadow” users and therefore see contents of the data exporter’s analysed source system data.

### Data subjects

The personal data transferred concern the following categories of data subjects (please specify):

Employees of the data exporter, customers or suppliers of data exporter. Further data subjects or categories of subjects may be agreed by the parties.

### Categories of data

The personal data transferred concern the following categories of data (please specify):

Name, user name /ID, log and protocol data, business contact information such as telephone and e-mail and address data.

### Special categories of data (if appropriate)

The personal data transferred concern the following special categories of data (please specify):

Not applicable

### Processing operations

The personal data transferred will be subject to the following basic processing activities (please specify):

Provision of support services, ticketing of support requests, “shadowing” of users upon their explicit request, administration services related to cloud service hosting and operation

DATA EXPORTER

Name: ...

Authorised Signature ...

DATA IMPORTER

Name: Wolfgang Döring

Authorised Signature:

## Appendix 2 - to the Standard Contractual Clauses

This Appendix forms part of the Clauses and must be completed and signed by the parties.

**Description of the technical and organisational security measures implemented by the data importer in accordance with Clauses 4(d) and 5(c):**

### 1. Confidentiality

#### 1.1 Entry control

- Locked building
- Locked offices
- Mechanical security locking system
- Documented key issuance
- Secure areas only accessible for employees with Key Card
- Locked server rooms with entry control
- Locked server cabinets
- Electronic entry control
- Daily security service for offices and building
- Monitoring of all visitors during their stay in the office

#### 1.2. Access control

- Personalized user
- Password convention with a complex password and a minimum number of characters
- Central authentication with a user name and password
- Access blocked after too many incorrect password entries
- Encrypted notebooks
- A secure line connection for external access
- Use of an up-to-date firewall

#### 1.3 Usage control

- Role-based authorization process
- Application-specific authentication with user name and password
- Logging user usage
- Encryption of mobile data media
- Allocation of authorizations only after approval by the data owner
- Protected storage of data media
- Destruction of paper documents in compliance with data protection law

Administrative users are kept to a minimum and documented.

#### 1.4 Pseudonymization

Pseudonymization takes place immediately upon request by the client.

#### 1.5 Separation control

Client separation within the data processing system

Separation of productive and test systems

### 2. Integrity

#### 2.1 Transmission control

VPN connections

The use of private storage media is prohibited

Special protection when physically transporting data media

#### 2.2 Input control

Traceability when assigning, changing and deleting user authorizations

#### 2.3 Contractual order control

Documentation of processing activities

Careful selection of processors

No use of processors who have not entered into agreement pursuant to Article 28 GDPR

Written agreement with the processor on the data protection minimum standard

Appropriate monitoring of the processor

Assuring compliant destruction or return of the data upon completion of the assignment

### 3. Availability and reliability

Routine documented patch management for end servers

Routine documented patch management for end devices

Downloading security-critical patches within 72 hours

Data storage on storage system

Uninterrupted power supply

Early fire detection

4. Procedure for routine review, assessment, and evaluation

- Appointment of a data protection officer
- Routine documented training of employees involved in data processing
- Routine auditing of the procedures
- Routine review of the latest technical standards pursuant to Article 32 GDPR