**Playbook of Additional Terms**

**for Bonterms Data Protection Addendum (DPA)**

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| * These examplesshow how to add Additional Terms to a Setup Page for the [Bonterms Data Protection Addendum (Version 1.0)](https://bonterms.com/forms/data-protection-addendum-v1/) (**DPA**). * Note that the DPA operates as an Attachment to an Agreement created using the Bonterms Cloud Terms but is implemented with its own Setup Page. * You can **delete**, **replace** or **add** to provisions of the Bonterms DPA. * These are *examples only*. Have legal counsel review before using. |

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| **DPA Setup Page**  **for Bonterms Data Protection Addendum (DPA)** | |
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| **Key Terms** | |
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| **Schedules** *(attach)* | |
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| **Additional Terms** | |
| The following additions to or modifications of the Bonterms Data Protection Addendum are agreed by the parties and control in the event of any conflicts: | |
| Specified Notice Period | ***Replace*** the definition of “Specified Notice Period” in Section 1.19 with the following:  “Specified Notice Period” is the later of 2 business days or 72 hours. |
| Using Cloud Service to Notify Customer of Changes to Subprocessor List | ***Add*** the following to the end of Section 4.3 (Notice of New Subprocessors):  In addition to email, Provider may notify Customer of changes to the Subprocessor List through the Cloud Service. |
| ***Using the Bonterms DPA with an Agreement other than the Bonterms Cloud Terms***  1. The Bonterms DPA was designed to be used with the Bonterms Cloud Terms as the target “Agreement”, including by using capitalized terms which are defined in the Cloud Terms.  2. The following Additional Terms are examples of changes made to enable use of the Bonterms DPA with an Agreement other than the Bonterms Cloud Terms. | |
| Add Definitions | ***Add*** the following to Section 1 (Definitions):  “Affiliate” means [ ]  “Cloud Service” means [ ]  “Customer Data” means [ ]  “Order” means [ ]  “Subscription Term” means [ ] |
| Define Security Measures | ***Add*** to Section 5.1 (Security):  The Security Measures referenced in Section 5.1 (Security) of the DPA are described in [Exhibit \_\_ (Information Security)] to the Agreement: |
| Define Data Deletion Procedures | ***Add*** to Section 8.2 (Post Termination):  Provider’s deletion obligations referenced in Section 8.2(a) (Post Termination) of the DPA are described in  [Section \_\_ of the Agreement]: |