



Agreement granting external parties access

KPN B.V., a private limited company, with its registered office in (3072 AP) Rotterdam, legally represented in this matter by J.G. Wegkamp, Chief Procurement Officer,

hereinafter referred to as '**KPN**';

and the undersigned:

Name:

.....

Position:

.....

Name of company:

.....

With its registered office in:

.....

hereinafter referred to separately as the '**Supplier**';

and referred to jointly as the '**Parties**'.

Whereas:

- the Supplier wishes to deploy a person to perform work for KPN and this person needs access to KPN premises and/or systems to perform this work (the '**External Party**');
- the Supplier is responsible for the timely registering, checking and deregistering of these members of staff;
- the Parties wish to exchange personal data in a secure manner in the context of the GDPR;
- KPN will give the Supplier access to the system KPN uses for Identity & Authorisation Management ('**IAM**');
- the Supplier's employee(s) who manage(s) the External Parties on behalf of the Supplier and who need access to the KPN premises and/or systems on behalf of the Supplier will be referred to as the '**Supplier's Workforce Manager**';
- keeping proper records is important for legal and security purposes;

and, to that end, the Parties agree as follows:

Article 1 – Qualification

1. The Supplier and KPN will ensure that at least one active employee is registered in the IAM system in the role of the Supplier's Workforce Manager.
2. The Supplier will only register External Parties in the IAM system if they perform work for KPN and (i) qualify as Service Level & Deliverables; or (ii) require access and for whom no payment is made.
The term 'Service Level & Deliverables' has the meaning given to it in the applicable definition in the KPN Workforce Policy. The latest version of this policy is attached.

Initials:

3. When an assignment is being carried out, KPN and the Supplier will discuss whether access to KPN's premises and/or systems is required and, if so, whether the method of settlement should be qualified as Contingent Workforce or Service Levels & Deliverables.

Article 2 – Registration

1. The responsible KPN manager and the Supplier will agree on the department(s) in which the External Party is registered.
2. When the Supplier's Workforce Manager registers an External Party, the following details of the External Party concerned must always be included:
 - a. first name;
 - b. nickname;
 - c. initials;
 - d. surname prefix (where applicable);
 - e. surname;
 - f. gender;
 - g. date of birth;
 - h. physical address and e-mail address for sending authorisations and assets, for instance the KPN access pass;
 - i. type of employment relationship (employed by supplier, self-employed or deployed via a third party);
 - j. the start date and expected end date of the assignment.
3. The Supplier will ensure that the information referred to in (a) to (g) of paragraph 2 always corresponds to what is on the External Party's identity document that is registered in the IAM system.
4. The External Party may be asked to provide a passport photograph for identification purposes during the performance of work.
In most cases, a passport photo is required for obtaining an access pass.

Article 3 – Checks

1. The KPN manager responsible for the specified department will review the entry and approve or reject the request for access. The responsible KPN manager will then apply for and grant the necessary authorisations. At KPN's request, the Supplier's Workforce Manager may also request authorisations.
2. From time to time, but at least once every quarter, the Supplier will check that the employees registered in the IAM system on the Supplier's behalf are still employed.

Article 4 – Deleting registrations

1. The Supplier will ensure that its External Parties do not have access to KPN's premises/systems for longer than is strictly necessary for performing work for KPN.
2. If an External Party stops work, the Supplier will ensure that the External Party is deregistered from the IAM system within seven days.
Examples of reasons for this may be that the work has been completed or that the employee no longer works for the Supplier.



Article 5 – General

1. KPN issues the following work instructions:
 - a. How the Supplier's Workforce Manager can register, deregister and request authorisations for the Supplier's employees.
 - b. How the Supplier can assign several employees to the role of Supplier's Workforce Manager.
2. The Supplier must observe the working instructions and any future instructions.
3. KPN may amend these working instructions from time to time. KPN will inform the Supplier of this.
4. The Parties will not charge each other for the activities referred to in this agreement.
5. The Supplier declares that it will keep proper records. If the Supplier discovers abuse, the Supplier will report it immediately to KPN's Security Department on telephone number: +31 (0)800 404 04 42 or e-mail: securityhelpdesk@kpn.com.
6. If the Supplier has questions concerning the implementation of this document, it can turn to: cpo@kpn.com

By signing this document, the Parties declare that they are familiar with its contents and will comply with them.

KPN B.V.

Supplier

Name: J.G. Wegkamp
Position: Chief Procurement Officer

Name:
Position:

Initials: