

Third Party Security Requirements

Vendor recognizes that due to the nature of Iron Mountain's data management business, Iron Mountain requires a high level of security to be maintained for the protection of information. This Exhibit sets forth the security measures that Vendor must maintain during the term of the underlying agreement between Iron Mountain and Vendor ("Agreement") for all data and information in any form ("Iron Mountain Information") that Vendor or Vendor's Consultants (as defined herein) access, store, transmit, process or make subject to any operation or service performed ("Handled") by Vendor as part of the services provided under the Agreement. The terms and conditions contained herein are expressly incorporated into the Agreement.

1. GENERAL INFORMATION SECURITY REQUIREMENTS

- a) **Information Security Requirements.** Vendor shall maintain a formal, comprehensive information security program for the management of information security. The information security program shall include, but not be limited to:
 - 1) Documentation, internal publication, periodic review, and communication of Vendor information security policies, standards, and procedures;
 - 2) Documented and clear assignment of responsibility and authority for establishment and maintenance of the information security program;
 - 3) Documented permissions and authorizations included in this Exhibit;
 - 4) Regular testing of the key controls, systems and procedures of the information security program;
 - 5) Administrative, technical and operational measures required in this Exhibit which are designed to protect all Iron Mountain Information, to the extent they are applicable to the format in which the Iron Mountain Information is Handled.
- b) **Minimum controls.** In no event during the term of the Agreement shall Vendor's security program use controls materially less protective than those provided in this Exhibit.
- c) **Additional controls.** Vendor agrees that it will adhere to any additional Iron Mountain data security requirements that may be reasonably provided by Iron Mountain to Vendor.
- d) **Vendor Consultants.** Vendor shall be liable for the compliance of its employees, third-party agents, service providers, temporary workers, contractors, subcontractors, representatives and assigns ("Vendor Consultants") that have access to Iron Mountain Information with the terms of this Exhibit. Further, Vendor shall impose on any service providers, contractors, subcontractors, or Vendor Consultants that have access to Iron Mountain Information privacy and security obligations substantially similar to those in this Exhibit prior to any such access taking place.
- e) **Industry Standard Safeguards.** In no event shall Vendor's security program incorporate less than Industry Standard Safeguards. "Industry Standard Safeguards" shall mean those safeguards widely accepted by information security professionals as necessary to reasonably protect data during storage, processing, and transmission; consistent with the sensitivity of and widely recognized threats to such data. Examples of Industry Standard Safeguards include those practices described in ISO/IEC 27002:2005, NIST 800-44, Microsoft Security Hardening Guides, OWASP Guide to Building Secure Web Applications, and the various Center for Internet Security Standards.

2. RISK ASSESSMENT REQUIREMENTS

- a) Risk Assessment Program. Vendor shall maintain an information security risk assessment program designed to identify and assess reasonably foreseeable internal and external risks and vulnerabilities to the security, confidentiality, and/or integrity of Iron Mountain Information. Vendor shall further maintain an information security risk assessment program designed to identify any violation of law by Vendor or Vendor Consultants. No less frequently than once every twelve (12) months, and upon any material change to the Vendor environment which has the potential to impact the risk to or vulnerability of Iron Mountain Information, Vendor shall perform an assessment of its control environment. Upon identification of deficiencies, control weaknesses, or lack of alignment with current industry best practices, Vendor shall make commercially reasonable efforts to update its security controls and program to address those deficiencies.
- b) Vendor shall comply with Iron Mountain's requests to complete risk reviews in a timely manner. Risk reviews may include completion of a security questionnaire, review of vendor's third party independent audit reports, requests for information on the scope and operation of security controls, requests for objective evidence (such as screenshots) validating the presence of a control, requests to provide responses to deficiencies noted on reports from continuous monitoring services, and other reasonable requests consistent with third party risk management best practices. Vendor will provide enough evidence from its network and application level penetration testing programs to validate that the programs are operational and, in the case of the application program, that vulnerabilities are being remediated within vendor's documented remediation grace periods. Vendor will not be required to provide information which is confidential and proprietary to Vendor (e.x. firewall rulesets, Personally Identifiable Information, etc.) or information which could compromise the security of Vendor's other customers as part of the review. On-site assessments may be required depending on the nature of the services.

Upon request, vendor will provide Iron Mountain with any third party independent audit reports it has commissioned (e.x. PCI, ISO27001, SOC2, etc.) relevant to the services. Vendor will provide all such reports commissioned with the intent of being customer facing, regardless of the results of the report. Vendor will not be required to provide internal audit results or results from other independent assessments which were commissioned with the intention of being confidential to Vendor.

Vendor shall be required to complete risk reviews no more than one (1) time annually, except in the event of a breach. Should a breach occur, Vendor will cooperate with an additional review.

In the event that a risk review identifies gaps between the vendor's control environment and Vendor's obligations under this agreement, Vendor will be required to implement commercially reasonable measures to remediate the gap. Vendor will work with Iron Mountain to identify a mutually agreed upon remediation plan and timeframe for remediation. Timeframes will be commensurate with the severity of the gap and level of effort associated with remediation. In the event that Iron Mountain and Vendor cannot agree on remediation requirements, the issue will be managed according to the dispute resolution processes outlined in the Agreement.

3. INFORMATION PROCESSING ASSETS AND PHYSICAL MEDIA MANAGEMENT SECURITY REQUIREMENTS

- a) Program requirements. Vendor shall maintain a program to manage information processing assets (such as computers, servers, storage devices, communications networks, personal computers, laptops, mobile devices, and peripheral devices) that includes, but is not limited to, the following attributes:
- 1) Assignment of asset ownership to ensure appropriate classification of information access, determination of access restrictions, and review of access controls;

- 2) Maintenance of an inventory of assets to facilitate asset lifecycle management and the identification of unauthorized assets accessing Vendor systems, infrastructure or resources;
 - 3) Sanitization of assets prior to their disposal; and
 - 4) A requirement for management authorization prior to removal of equipment or software from Vendor premises that is not assigned to a specific individual.
- b) Controls. Vendor shall maintain controls that include, but are not limited to, the following:
- 1) Operating procedures and security controls designed to protect documents, computer media, input/output/backup data, and system documentation from unauthorized disclosure, modification and destruction;
 - 2) Procedures for the secure disposal of electronic or physical media containing Iron Mountain Information; and
 - 3) An established process to track and maintain a chain of custody for all of Iron Mountain's electronic or physical media from initial Vendor custody through to permanent removal or destruction.

4. WORKFORCE SECURITY MEASURE REQUIREMENTS

- a) Confidentiality. Notwithstanding anything to the contrary, and in addition to any confidentiality terms in the Agreement, Vendor shall:
- 1) Treat all Iron Mountain Information as confidential information;
 - 2) Ensure that vendor personnel strictly adhere to Vendor's internal information security and acceptable use requirements; and
 - 3) Enter into confidentiality agreements with all Vendor Consultants with access to Iron Mountain Information which include confidentiality terms and conditions that are substantially similar to the terms of the Agreement and this Exhibit.
- b) Employees. To the extent permitted by applicable law and as required under the Agreement, Vendor shall conduct background investigations for all applicable employees and Vendor Consultants. Please reference the applicable language within the agreement for further details.
- c) Security Awareness Training. No less than once per calendar year, Vendor shall conduct general security awareness training and role-specific security training for all Vendor employees Handling Iron Mountain Information. Vendor shall maintain records identifying the names of such Vendor employees in attendance and the date of each security awareness training. Vendor shall also routinely review and update its security awareness training program.
- d) Violations. Vendor shall maintain a disciplinary process for all Vendor employees who violate the security requirements contained herein. Vendor employees who commit intentional violations of the terms of this Exhibit shall be immediately prohibited from providing services under the Agreement, and such employee's access to Iron Mountain Information shall be revoked within no more than twenty-four (24) hours from being removed from performing services.

5. PHYSICAL AND ENVIRONMENTAL SECURITY REQUIREMENTS

- a) Physical Security Controls. Vendor's facilities shall utilize physical controls that reasonably restrict

access to Iron Mountain Information, including, as Vendor deems appropriate, access control protocols, physical barriers such as locked facilities and areas, employee access badges, visitor logs, visitor access badges, card readers, video surveillance cameras, and intrusion detection alarms. All visitors to Vendor's facilities must sign in and be escorted at all times. Video surveillance recordings and other records of physical access shall be retained for a minimum of ninety (90) days.

- b) Supporting Utilities. Vendor shall employ measures designed to protect its facilities and systems containing Iron Mountain Information from power, telecommunications, water supply, sewage, heating, ventilation and air-conditioning failures.
- c) Transmission System Security. At no time shall Vendor employ less than Industry Standard Safeguards designed to protect the physical security of its network infrastructure and telecommunication systems from transmission interception and damage.
- d) Offsite Equipment. In the event that Vendor outsources functions for Handling Iron Mountain Information that involve the use of offsite equipment, Vendor shall require that the security measures for any such offsite equipment be substantially similar to measures required for on-site equipment used for the same purpose.
- e) Physical Access to Information Processing Assets. Vendor shall retain records of Vendor employees and Vendor Consultants authorized to access Vendor-controlled computer environment(s) used in the provision of services to Iron Mountain for no less than three (3) years. Upon Iron Mountain's request, Vendor shall permit Iron Mountain to view all such records. Notwithstanding the foregoing, Iron Mountain shall not be given access to the confidential information of other Vendor customers or information which Vendor is restricted from providing under applicable law.
- f) Physical Access Restricted. Vendor shall limit physical access to Vendor-controlled facilities that Handle Iron Mountain Information to those Vendor employees and Vendor Consultants who have a business need for such access. Vendor shall maintain a process for authorizing and tracking requests for physical access to such facilities.
- g) Repairs and Modifications. Vendor shall record all security-related repairs and modifications to any physical components, including but not limited to hardware, walls, doors and locks for secure areas within facilities where Iron Mountain Information is Handled.
- h) Hardware and Software Records. Vendor shall maintain a record of the movement and storage of hardware and electronic media that Handle Iron Mountain Information and the identity of any person responsible therefore.

6. COMMUNICATIONS AND INFORMATION PROCESSING OPERATIONS MANAGEMENT SECURITY REQUIREMENTS

- a) Device Configuration Standards. Vendor shall include Industry Standard Safeguards for security hardening procedures and standardized configurations for all devices such as servers, routers, switches, firewalls and other network equipment used in Handling Iron Mountain Information, or with network connectivity to those devices. Vendor shall regularly monitor devices for compliance with standardized configurations and take prompt remedial action to correct deviations from these standards when appropriate.
- b) Information Processing Systems Change Control. Vendor shall maintain a formal change management request process for all servers, routers, switches, firewalls and other network equipment used in Handling of Iron Mountain Information. Vendor shall ensure that all change

requests are documented, tested, and approved by the asset owner, information owner, or management level personnel as appropriate prior to any new implementations for network communications capabilities, system patches, or changes to existing systems or Handling of information. Emergency changes required to maintain or restore service shall subsequently be reviewed, documented and appropriate approvals obtained for the change.

- c) Separation of Duties. Vendor shall segregate duties and areas of responsibility so that no one person is solely responsible for both approving and implementing changes to information processing systems that Handle Iron Mountain Information. Vendor shall prohibit personnel whose primary responsibility is software development from accessing production systems, resources, or environments, except when such access is specifically approved for a defined and documented period of time. Vendor shall terminate or specifically re-approve such access when the defined period of time has elapsed.
- d) Separation of Development and Production Facilities. Vendor shall logically or physically separate all development, test, and production environments for information processing systems.
- e) Technical Architecture Management. Vendor shall establish a configuration management process to define, manage, and control the configuration of information processing system components utilized to provide the Services and the technical infrastructure of such components.
- f) Intrusion Detection. Vendor shall continually monitor computer systems, networks, and processes for attempted or actual security intrusions or violations. Vendor shall notify Iron Mountain within twenty-four (24) hours of any unauthorized access to Iron Mountain Information.
- g) Network Security. Vendor shall ensure no less than the following measures are in place:
 - 1) Maintenance of logs and implementation of alerting for network intrusion detection systems (“IDS”)/ intrusion prevention sensors (“IPS”) alert event for all Vendor-hosted environment(s) used to Handle Iron Mountain Information;
 - 2) Installation of updated signatures for IDS/IPS systems no less frequently than once per week, or as soon as possible after the updates are received, including prompt deployment to production of the latest threat signatures or rules;
 - 3) High-risk ports on externally-facing systems shall not be accessible from the internet;
 - 4) Logging of successful and failed connections to Vendor’s network and retention for no less than twelve (12) months;
 - 5) Deployment of firewall(s) for all connections to public networks designed to protect internal systems, inspect all inbound and outbound network traffic, limit such traffic to defined protocols and ports, and limit traffic to specific sources and destinations wherever possible;
 - 6) Maintain hardening policies for defining inbound and outbound network ports or service traffic for all Vendor-owned or managed systems and document such policies and any associated authorizations within the information security program;
 - 7) Properly secure network and diagnostic ports; and
 - 8) Implement policies, procedures and technical controls that are designed to prevent, detect and remove malicious code or known attacks on Vendor’s information systems.
- h) Encrypted Authentication Credentials. Vendor shall ensure that authentication credentials are encrypted in transit and hashed at rest.

- i) Secure Network Administration. Vendor shall reasonably manage and control Vendor's networks to protect such networks from known threats, and to maintain security for all Vendor managed applications and data on or in transit over the network. Vendor shall implement technical controls and secure communication protocols consistent with Industry Standard Safeguards to prohibit unrestricted connections to untrusted networks or publicly accessible servers.
- j) Virus Protection. Vendor shall maintain an anti-virus management program, including malware protection, up-to-date signature files, patches, and virus definitions, for Vendor-managed servers and workstations used to Handle Iron Mountain Information. Vendor may also use recognized behavior-based antimalware tools configured to detect and block malicious processes running on systems.
- k) Website – Client Encryption. Vendor shall ensure that for each of its websites Transport Layer Security (TLS) is enabled and contains a valid certificate requiring confidentiality, authentication or authorization controls. Vendor shall ensure systems support current, secure, versions of TLS and accompanying cipher suites.
- l) Email Relaying. Vendor shall ensure that unauthenticated email relaying/forwarding in the Iron Mountain-dedicated hosted environment(s) is disabled on Vendor's Internet email servers.
- m) Information Backup. Vendor shall create and securely store appropriate back-up copies of system files. Iron Mountain information, configuration settings, and other important data related to the provision of services to Iron Mountain will also be backed up where appropriate for the services.
- n) Electronic Information in Transit. Vendor shall utilize encryption using an industry standard algorithm with a minimum 128 bit key length to protect Iron Mountain Information transmitted over public networks when originating from Vendor hosted infrastructure.
- o) Cryptographic Controls. Vendor shall follow a documented policy on the use of cryptographic controls. Vendor's cryptographic controls shall:
 - 1) Be designed to reasonably protect the confidentiality and integrity of Iron Mountain Information being Handled by Vendor in any shared network environments in accordance with the terms of this Exhibit;
 - 2) Be applied to Vendor-hosted environment(s) used to transmit Iron Mountain Information across or to "untrusted" networks (i.e., networks that Vendor does not legally control), including those environments or networks used for sending data to Iron Mountain's corporate network from Vendor's network, subject to Iron Mountain's cooperation in management of encryption keys necessary to decrypt transmissions received by Iron Mountain; and
 - 3) Include documented encryption key management practices to support the security of cryptographic technologies.
 - 4) Include encryption of all Iron Mountain Information on laptops and other portable devices and of all personal information in transit and at rest.
- p) Logging Requirements. Vendor shall ensure the following:
 - 1) Significant security and system events, including alerts from IDS/IPS systems, are logged and reviewed;
 - 2) Log all successful and failed login events

- 3) Logs shall minimally include the attributes Date, Time, True Source IP Address, UserID, Action Detail (e.g., Successful/Failed Login) and web session history (click stream) ;
 - 4) Monitor all login sessions for potential security breaches;
 - 5) Audit logs for systems in Vendor-hosted environments used to provide services are retained for a minimum of twelve (12) months;
 - 6) Vendor shall make available to Customer session logging data related to Cloud Service accounts assigned to Customer Authorized Users and/or Affiliates on demand;
 - 7) Vendor shall also facilitate the secure electronic transport of session logging data related to Cloud Service accounts assigned to Iron Mountain personnel and affiliates of Iron Mountain for integration into Iron Mountain's Security Incident and Event Management tool (SIEM) in near real time (e.g., API or SFTP)
 - 8) System audit logs (application, error and access) are reviewed for anomalies;
 - 9) Identified anomalies are acted upon and appropriate action is taken to remediate the anomaly; and
 - 10) Log facilities and systems information are reasonably protected against tampering and unauthorized access.
- q) Network Time Synchronization. Vendor shall synchronize the system clocks of all information processing systems using a common authoritative time source.
- r) Segregation on Networks. Vendor shall appropriately segregate related groups of information services, users, and information systems on networks. Internet facing systems and server systems Handling Iron Mountain data shall reside on a dedicated DMZ network segment segregated from corporate and user segments.

7. ACCESS CONTROL REQUIREMENTS

- a) Access Control Policy. Vendor shall maintain an access control policy for all assets that Handle Iron Mountain Information. Vendor shall formally approve, publish and implement such access control policy.
- b) Logical Access Authorization. Vendor shall maintain an approval process for requests for logical access to Iron Mountain Information and requests for access to Vendor systems used by Vendor in providing services to Iron Mountain.
- 1) Vendor shall maintain a user registration and deregistration procedure for granting and revoking access to Vendor systems that Handle Iron Mountain Information;
 - 2) Vendor shall retain a record of access to Vendor's information processing systems and Privileged Accounts (as defined below) in Vendor-hosted environment(s) for no less than twelve (12) months. Upon Iron Mountain's request, Vendor shall provide such access records and reasonably cooperate with Iron Mountain for all inquiries relating to such access records; and
 - 3) Vendor shall limit the access of Vendor employees or Vendor Consultants to Iron Mountain Information only to the extent necessary to perform their required job functions.
- c) Privileged Access Control. A "Privileged Account" is an account that enables an individual to

establish or modify identification credentials, access rules, production applications or operating systems or network parameters. Vendor shall ensure that Privileged Accounts are only provided by Vendor to individual users that are expressly approved by Vendor or Iron Mountain, and Vendor shall ensure that such Privileged Accounts are strictly limited to those individuals who have a legitimate business need to use a Privileged Account. Vendor shall maintain a process for obtaining approvals for Privileged Account users. Additionally, Vendor shall maintain an audit trail of all approved individuals and actions performed by these Privileged Accounts.

- d) Access Control and Access Review. Vendor shall grant access to Iron Mountain Information to current Vendor employees or Vendor Consultants who need such access in order to perform their job function only. Every three (3) months, or on a quarterly basis, Vendor shall review and confirm that all access to Iron Mountain Information or Privileged Accounts is only granted by Vendor to individuals who require such access in the performance of their current job function. Vendor shall further maintain record of such access reviews and updates.
- e) Control of Third Party Access. Prior to granting third parties access to Vendor's information systems that Handle Iron Mountain Information, Vendor shall ensure that appropriate controls are in place including, but not limited to: restrictions on protocols and ports used to access information, encryption to protect sessions and information in transit, appropriate background checks for third party personnel as required herein, anti-virus software running current signatures on devices used to access Iron Mountain Information, and current patches on devices used to access Iron Mountain Information.
- f) Operating Systems Access Control. Vendor shall control access to operating systems (both software and hardware based operating systems) by requiring a secure log-on process that uniquely identifies the individual who is accessing the operating system.
- g) Mobile Computing Devices. Vendor shall maintain a program designed to protect Vendor's mobile computing devices from unauthorized access. The program shall address physical protection, access control and security controls such as encryption, virus protection and device backup.
- h) Iron Mountain Systems Isolation. Vendor shall logically separate Iron Mountain Information from all other information in hosted environments used to Handle Iron Mountain Information.
- i) Accounts. Vendor shall require the following with respect to accounts:
- 1) Authentication of the identity of each Vendor employee or Vendor Consultant who attempts to access Vendor systems that Handle Iron Mountain Information and prohibit the use of shared user accounts, or user accounts with generic credentials (i.e. IDs) for accessing such Iron Mountain Information or the associated systems.
 - 2) That all user account IDs, including Privileged Accounts, be tied directly to an individual person (as opposed to a position) with the sole exception of service accounts required to run server software. Vendor shall ensure that:
 - i) all service accounts are subject to at least the same password restrictions as Privileged Accounts;
 - ii) use of such services accounts are restricted to the specific servers required for the account; and
 - iii) interactive logins are prohibited for any unusual activity and wherever possible.
 - 3) The use of temporary passwords that meet or exceed the complexity requirements for

individual accounts, check out IDs, or similar controls for default administration account access if default administration accounts are not disabled or removed.

- 4) That inactive accounts are locked or disabled after ninety (90) days of inactivity.
 - 5) Access to an account is prohibited after no more than five (5) unsuccessful access attempts.
 - 6) Unique identifiers and strong passwords with a required minimum number of characters that must be changed every ninety (90) days.
 - 7) Employees are prohibited from sharing or writing down passwords.
- j) Controls for Unattended Systems. Vendor shall utilize a password protected screensaver for any system that is inactive for thirty (30) minutes or longer.

8. INFORMATION SYSTEMS ACQUISITION DEVELOPMENT AND MAINTENANCE REQUIREMENTS

- a) Patching. Vendor shall maintain a documented program to proactively scan for, identify, and remediate known security vulnerabilities in its computing environment which addresses the following requirements:
- 1) Vendor shall scan it's network for known vulnerabilities using commercially available vulnerability scanning software which is maintained and kept up to date;
 - 2) Vendor shall scan it's network regularly, at least once per quarter;
 - 3) Vendor shall scan its entire computing environment including all workstations, network devices, servers, IoT devices, etc;
 - 4) Vendor shall regularly deploy all applicable critical, high, medium and low risk patches to all devices in its computing environment according to a documented schedule which takes into account the severity of identified vulnerabilities and prioritizes higher risk patches;
 - 5) Patches which cannot be deployed within documented time frames must go through an exception process which requires approval of the asset owner, information owner, or another management level employee and includes an expiration date for the exception; and
 - 6) Regular escalation of metrics demonstrating the efficacy of Vendor's patch management program to Vendor's senior management.
- b) Out of Support Software & Hardware. Vendor may not use commercial software which is no longer maintained by the software vendor in the delivery of services to Iron Mountain. If the Vendor has legacy systems which require the use of out of support software, the Vendor must have an exception granted through its documented exception process which includes approval of the asset owner, information owner, or another management level employee and an expiration date for the exception. Vendor must implement compensating controls to protect Iron Mountain information Handled using out of support software. Compensating controls may include purchasing extended support from the software vendor, provided that all updates provided as part of the extended support agreement are applied according to the requirements of the documented patch management program. Vendor must also inform Iron Mountain of the name and version of any out of support software used in service delivery during Iron Mountain's risk review(s) of Vendor.
- c) Systems Development Security. Vendor shall ensure that security measures are included in all

information systems development and operations. Further, Vendor shall publish and adhere to internal secure coding methodologies based on application development security standards.

- 1) Vendor shall include in the development process application functionality designed to prevent errors, losses, unauthorized modifications or misuse of information.
 - 2) Vendor shall control access to system files and program source code. Vendor shall assign, document and conduct in a reasonably secure manner all information technology development, implementation and support project activities.
 - 3) Vendor shall formally approve application changes and such changes will be controlled by a documented change control process.
- d) Software Security Management. Vendor shall design its information systems (including operating systems, infrastructure, business applications, services and user-developed applications) to be in compliance with Industry Standard Safeguards.
- 1) Vendor shall maintain the security of production application system software and information.
 - 2) Vendor shall appropriately supervise and monitor all outsourced software development activities.
 - 3) Vendor shall maintain policies and technical controls designed to prevent non-administrative users from installing software on operations systems.
- e) Network Diagrams. Vendor shall develop, document, and maintain physical and logical diagrams of networking devices and traffic.
- f) Application Vulnerability Assessments/Ethical Hacking. No less frequently than once every twelve (12) months, Vendor shall perform vulnerability assessments on applications in its hosted environment(s) used to Handle Iron Mountain Information.
- 1) If Vendor does not permit Iron Mountain or agents of Iron Mountain to test or assess Vendor infrastructure or applications in any capacity, upon Iron Mountain's request Vendor shall provide attestation to the security of its applications and infrastructure through independent certifications, third party application security testing, and internal security assurance processes. Additionally, Vendor shall make available to Iron Mountain all executive summaries of the results of independent security tests. Vendor shall not be required to provide detailed results that are the confidential and proprietary information of Vendor.
- g) Change Testing and Review. Vendor shall review and test changes to applications and operating systems prior to deployment to ensure there is no adverse effect on Iron Mountain Information or systems and no negative impact on functionality required by Iron Mountain to consume the scoped services.

9. SECURITY BREACHES AND INCIDENT RESPONSE REQUIREMENTS

- a) Notification. Vendor shall notify Iron Mountain promptly upon learning of a Security Incident. For purposes of this Addendum, a "Security Incident" shall mean the unauthorized access, use, disclosure, loss, theft or other processing of Iron Mountain Information.

Notification must include a phone call to the primary Iron Mountain account contact. In the event Vendor is unable to reach such contact promptly, Vendor must contact

globalsecurity@ironmountain.com and legal.department@ironmountain.com. Notification shall include at a minimum:

- 1) a detailed description of the Incident;
 - 2) the expected resolution time (if it has not already been resolved); and
 - 3) the name and phone number of the Vendor representative that Iron Mountain may contact to obtain further information and updates.
- b) **Updates.** Vendor agrees to keep Iron Mountain informed of progress and actions taken to address the Security Incident, and to provide Iron Mountain with all facts about the Security Incident as appropriate for Iron Mountain to conduct its own assessment of the risk to Iron Mountain Information and of Iron Mountain's overall exposure to such Security Incident. Vendor shall ensure the cooperation of Vendor employees in the event of an investigation.
- c) **Disclosure.** Unless such disclosure is mandated by law, Iron Mountain in its sole discretion will determine whether to provide notification to Iron Mountain's customers or employees concerning incidents involving Iron Mountain Information.
- d) **Remediation.** Notwithstanding any other provisions of the Agreement or a Statement of Work, in the event of a Security Incident involving unencrypted Personal Data, Vendor agrees to provide at Vendor's expense one year of credit monitoring and identity restoration services reasonably acceptable to Iron Mountain to affected individuals and all other service(s) required by applicable law or even if not so required which are customarily provided to individuals impacted by a breach in confidentiality of their Personal Data in their jurisdiction. For purposes of this Exhibit, Personal Data shall mean any data related to or associated with an identified or identifiable natural person, including, but not limited to, any Iron Mountain employee information, or Iron Mountain customer information. Personal Data shall also include Protected Health Information or "PHI" which shall have the same meaning as the term 'protected health information' in 45 CFR §160.103 and shall include any PHI of Iron Mountain and/or its customers. A natural person is identifiable if, with reasonable effort, the individual could be identified from the data or a grouping of data.