

# **Motorola Solutions**

## **UK Binding Corporate Rules:**

### **Appendix 1 - List of Motorola Solutions Group Members**

# Motorola Solutions Group Members

Beginning **February 14, 2022** the table below lists the Motorola Solutions UK group members which are bound by Motorola Solutions' "Binding Corporate Rules-Controller" (BCR-C).

Name	Country
Motorola Solutions UK Limited	United Kingdom
Airwave Solutions Limited	United Kingdom
Avigilon UK Limited	United Kingdom

## Motorola Solutions Group Members

Beginning **February 14, 2022** the table below lists the Motorola Solutions EEA group members which are bound by Motorola Solutions' "Binding Corporate Rules-Controller" (BCR-C).

Name	Country
Motorola Solutions Austria GmbH	Austria
Motorola Solutions Belgium SA	Belgium
Motorola Solutions Czech Republic s.r.o.	Czech Republic
Motorola Solutions Danmark A/S	Denmark
Dansk Beredskabskommunikation A/S	Denmark
Motorola Solutions France SAS	France
Motorola Solutions Germany GmbH	Germany
Airwave Solutions Deutschland GmbH	Germany
Motorola Solutions Hellas A.E.	Greece
Motorola Solutions Italia SRL	Italy
Motorola Solutions Netherlands BV	Netherlands
Motorola Solutions Norway AS	Norway
Motorola Solutions Polska S.p z.o.o.	Poland
Motorola Solutions Systems Polska S.p z.o.o.	Poland
Motorola Solutions Portugal Lda	Portugal
Motorola Solutions Romania SRL	Romania
Motorola Solutions Espana SA	Spain
Motorola Solutions Sweden AB	Sweden

**Motorola Solutions**

**UK Binding Corporate Rules:**

**Appendix 2 - Fair Information Disclosures**

## **1. Background**

1.1 Motorola Solutions' UK Binding Corporate Rules (Controller Policy) provides a framework for the transfer of personal information between Motorola Solutions Group Members.

1.2 This Fair Information Disclosure document sets out the transparency information that Motorola Solutions must provide to individuals when processing their personal information.

## **2. Information to be provided where Motorola Solutions collects personal information directly from individuals**

2.1 When Motorola Solutions collects personal information directly from individuals, it must provide the following transparency information:

(a) the identity and contact details of the data controller and, where applicable, of its representative;

(b) the contact details of the data protection officer, where applicable;

(c) the purposes of the processing for which the personal information are intended as well as the legal basis for the processing;

(d) where the processing is based on Motorola Solutions' or a third party's legitimate interests, the legitimate interests pursued by Motorola Solutions or by the third party;

(e) the recipients or categories of recipients of the personal information, if any;

(f) where applicable, the fact that a group member in the UK intends to transfer personal information to a third country or international organization outside of the UK, and the measures that the group member will take to ensure the personal information remains protected in accordance with applicable data protection laws and how to obtain a copy of such measures.

2.2 In addition to the information above, Motorola Solutions shall also provide individuals with the following further information necessary to ensure fair and transparent processing, at the time of collection:

(a) the period for which the personal information will be stored, or if that is not possible, the criteria used to determine that period;

(b) information about the individuals' rights to request access to, rectify or erase their personal information, as well as the right to restrict or object to the processing, and the right to data portability;

(c) where the processing is based on consent, the existence of the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;

(d) the right to lodge a complaint with the Information Commissioner's Office;

(e) whether the provision of personal information is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the individual is obliged to provide the personal information and of the possible consequences of failure to provide such information;

(f) the existence of automated decision-making, including profiling, and, where such decisions may have a legal effect or significantly affect the individuals whose personal information are collected, any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for those individuals.

2.3 The transparency information described in this paragraph must be provided at the time that Motorola Solutions obtains the personal information from the individual.

### **3. Information to be provided where Motorola Solutions collects personal information about individuals from a third party source**

3.1 When Motorola Solutions collects personal information from a third party source (that is, someone other than the individual him- or herself), it must provide the following transparency information:

(a) the information described in paragraphs 2.1 and 2.2 above;

(b) the categories of personal information that are being processed; and

(c) details of the third party source from which Motorola Solutions obtained the personal information including, if applicable, identifying whether the personal information came from publicly accessible sources.

3.2 The transparency information described in this paragraph must be provided within a reasonable period after Motorola Solutions obtains the personal information and, at the latest, within one month, having regard to the specific circumstances in which the personal information are processed. In addition:

(a) if the personal information are to be used for communication with the individual, the transparency information described in this paragraph must be provided at the latest at the time of the first communication to that individual; and

(b) if a disclosure of the personal information to another recipient is envisaged, the transparency information described in this paragraph must be provided at the latest when the personal information are first disclosed.

#### **4. Derogations from providing transparency disclosures**

4.1 The requirements to provide transparency information as described in this Fair Information Disclosures document shall not apply where and insofar as:

(a) the individual already has the information;

(b) the provision of such information provides impossible or would involve a disproportionate effort, and Motorola Solutions takes appropriate measures, consistent with the requirements of applicable data protection laws, to protect the individual's rights and freedoms and legitimate interests, including by making the transparency information publicly available;

(c) obtaining or disclosure is expressly laid down by applicable laws to which Motorola Solutions is subject and these laws provide appropriate measures to protect the individual's legitimate interests;

(d) where the personal information must remain confidential subject to an obligation of professional secrecy regulated by applicable laws to which Motorola Solutions is subject, including a statutory obligation of secrecy.

**Motorola Solutions**

**UK Binding Corporate Rules:**

**Appendix 3 -  
Data Subject Rights Procedure**



## 1. Background

1.1 Motorola Solutions' UK Binding Corporate Rules (Controller Policy) ("**the Rules**") safeguard personal information transferred between the Motorola Solutions Group Members.

1.2 Individuals whose personal information are processed by Motorola Solutions under the Rules have certain data protection rights, which they may exercise by making a request to the controller of their information (whether the controller is Motorola Solutions) (a "**Data Protection Rights Request**").

1.3 This UK Binding Corporate Rules: Data Protection Rights Procedure ("Procedure") describes how Motorola Solutions will respond to any Data Protection Rights Requests it receives from individuals whose personal information are processed and transferred under the Rules.

## 2. Individual's data protection rights

2.1. Motorola Solutions must assist individuals to exercise the following data protection rights, consistent with the requirements of applicable data protection laws:

(a) **The right of access:** This is the right for individuals to obtain confirmation whether a controller processes personal information about them and, if so, to be provided with details of that personal information and access to it. This process for handling this type of request is described further in paragraph 4 below;

(b) **The right to rectification:** This is the right for individuals to require a controller to rectify without undue delay any inaccurate personal information a controller may be processing about them. The process for handling this type of request is described further in paragraph 5 below.

(c) **The right to erasure:** This is the right for individuals to require a controller to erase personal information about them on certain grounds – for example, where the personal information is no longer necessary to fulfill the purposes for which it was collected. The process for handling this type of request is described further in paragraph 5 below.

(d) **The right to restriction:** This is the right for individuals to require a controller to restrict processing of personal information about them on certain grounds. The process for handling this type of request is described further in paragraph 5 below.

(e) **The right to object:** This is the right for individuals to object, on grounds relating to their particular situation, to a controller's processing of personal information about them, if certain grounds apply. The process for handling this type of request is described further in paragraph 5 below.

(f) **The right to data portability:** This is the right for individuals to receive personal information concerning them from a controller in a structured, commonly used and machine-readable format and to transmit that information to another controller, if certain grounds apply. The process for handling this type of request is described further in paragraph 6 below.

(g) **The right not to be subject to automated decision making:** This is the right for individuals not to be subject to a decision based solely on automated processing, including profiling as described further in paragraph 7 below.

### **3. Responsibility to respond to a Data Protection Rights Request**

#### *3.1 Overview*

3.1.1 The controller of an individual's personal information is primarily responsible for responding to a Data Protection Rights Request and for helping the individual concerned to exercise his or her rights under applicable data protection laws.

3.1.2 As such, when an individual contacts Motorola Solutions to make any Data Protection Rights Request then where Motorola Solutions is the controller of that individual's personal information under the Controller Policy, it must help the individual to exercise his or her data protection rights directly in accordance with this Procedure.

#### *3.2 Assessing responsibility to respond to a Data Protection Rights Request*

3.2.1 If a group member receives a Data Protection Rights Request from an individual, it must pass the request to the Privacy team using [privacy1@motorolasolutions.com](mailto:privacy1@motorolasolutions.com) immediately

upon receipt indicating the date on which it was received together with any other information which may assist the Privacy team to deal with the request.

3.2.2 The Privacy team will make an initial assessment of the request as follows:

(a) the Privacy team will determine whether Motorola Solutions is a controller or processor of the personal information that is the subject of the request;

(b) where Privacy team determines that Motorola Solutions is a controller of the personal information, it will then determine whether the request has been made validly under applicable data protection laws (in accordance with section 3.3 below), whether an exemption applies (in accordance with section 3.4 below) and respond to the request (in accordance with section 3.5 below); and

(c) where Privacy team determines that Motorola Solutions is a processor of the personal information on behalf of a Customer, it shall pass the request promptly to the relevant Customer in accordance with its contract terms with that Customer and will not respond to the request directly unless authorized to do so by the Customer.

### 3.3 *Assessing the validity of a Data Protection Rights Request*

3.3.1 If Privacy team determines that Motorola Solutions is the controller of the personal information that is the subject of the request, it will contact the individual promptly in writing to confirm receipt of the Data Protection Rights Request.

3.3.2 A Data Protection Rights Request must generally be made in writing, which can include email, unless applicable data protection laws allow a request to be made orally. A Data Protection Rights Request does not have to be official or mention data protection law to qualify as a valid request.

3.3.3 If Motorola Solutions has reasonable doubts concerning the identity of the individual making a request, it may request such additional information as is necessary to confirm the identity of the individual making the request. Motorola Solutions may also request any further information which is necessary to action the individual's request.

### 3.4 *Exemptions to a Data Protection Rights Request*

3.4.1 Motorola Solutions will not refuse to act on Data Protection Rights Request unless it can demonstrate that an exemption applies under applicable data protection laws.

3.4.2 Motorola Solutions may be exempt under applicable data protection laws from fulfilling the Data Protection Rights Request if it can demonstrate that the individual has made a manifestly unfounded or excessive request (in particular, because of the repetitive character of the request).

3.4.3 If Motorola Solutions decides not to take action on the Data Protection Rights Request, Motorola Solutions will inform the individual without delay and at the latest within one (1) month of receipt of the request of the reasons for not taking action and on the possibility of lodging a complaint with the Information Commissioner's Office and seeking a judicial remedy.

### 3.5 *Responding to a Data Protection Rights Request*

3.5.1 Where Motorola Solutions is the controller of the personal information that is the subject of the Data Protection Rights Request, and Motorola Solutions has already confirmed the identity of the requestor and has sufficient information to enable it to fulfil the request (and no exemption applies under applicable data protection laws), then Motorola Solutions shall deal with the Data Protection Rights Request in accordance with paragraph 4, 5 or 6 below (as appropriate).

3.5.2 Motorola Solutions will respond to a Data Protection Rights Request without undue delay and in no case later than one (1) month of receipt of that request. This one (1) month period may be extended by two (2) further months where necessary, if the request is complex or due to the number of requests that have been made.

## **4. Requests for access to personal information**

### 4.1 *Overview*

4.1.1 An individual may require a Controller to provide the following information concerning processing of his or her personal information:

(a) confirmation as to whether the controller holds and is processing personal information about that individual;

- (b) if so, a description of the purposes of the processing, the categories of personal information concerned, the recipients or categories of recipients to whom the information is, or may be, disclosed, the envisaged period(s) (or the criteria used for determining those period(s)) for which the personal information will be stored;
- (c) information about the individual's right to request rectification or erasure of his or her personal information or to restrict or object to its processing;
- (d) information about the individual's right to lodge a complaint with the Information Commissioner's Office;
- (e) information about the source of the personal information if it was not collected from the individual;
- (f) details about whether the personal information is subject to automated decision-making (including automated decision-making based on profiling); and
- (g) where personal information is transferred outside the UK, the appropriate safeguards that Motorola Solutions has put in place relating to such transfers in accordance with applicable data protection laws.

4.1.2 An individual is also entitled to request a copy of his or her personal information from the controller. Where an individual makes such a request, the controller must provide that personal information to the individual in intelligible form.

#### 4.2 *Process for responding to access requests from individuals*

4.2.1 If Motorola Solutions receives an access request from an individual, this must be passed to the Privacy team at [privacy1@motorolasolutions.com](mailto:privacy1@motorolasolutions.com) immediately to make an initial assessment of responsibility consistent with the requirements of paragraph 3.2 above.

4.2.2 Where Motorola Solutions determines it is the controller of the personal information and responsible for responding to the individual directly (and that no exemption to the right of access applies under applicable data protection laws), Data Protection Officer will arrange a search of all relevant electronic and paper filing systems.

4.2.3 The Privacy team may refer any complex cases to the Data Protection Officer and / or VP of Data Protection for advice, particularly where the request concerns information relating to third parties or where the release of personal information may prejudice commercial confidentiality or legal proceedings.

4.2.4 The personal information that must be disclosed to the individual will be collated by the Privacy team into a readily understandable format. A covering letter will be prepared by the Privacy team which includes all information required to be provided in response to an individual's access request (including the information described in paragraph 4.1.1).

#### 4.3 *Exemptions to the right of access*

4.3.1 A valid request may be refused on the following grounds:

(a) If the refusal to provide the information is consistent with applicable data protection law (for example, where a UK group member transfers personal information under the Controller Policy, if the refusal to provide the information is consistent with UK data protection laws);

(b) where the personal information is held by Motorola Solutions in non-automated form that is not or will not become part of a filing system;

(c) the personal information does not originate from the UK, has not been processed by any UK group member, and the provision of the personal information requires Motorola Solutions to use disproportionate effort.

4.3.2 The Privacy team will assess each request individually to determine whether any of the above-mentioned exemptions applies. A group member must never apply an exemption unless this has been discussed and agreed with Data Protection Officer.

### **5. Requests to correct, update or erase personal information, or to restrict or cease processing personal information**

5.1.1 If Motorola Solutions receives a request to correct, update or erase personal information, or to restrict or cease processing of an individual's personal information, this must be passed to the Privacy team at [privacy1@motorolasolutions.com](mailto:privacy1@motorolasolutions.com) immediately to make an initial assessment of responsibility consistent with the requirements of paragraph 3.2 above.

5.2 Once an initial assessment of responsibility has been made then where Motorola Solutions is the controller of that personal information, the request must be notified to the Privacy team and Data Protection Officer promptly for it to consider and deal with as appropriate in accordance with applicable data protection laws.

5.3 When Motorola Solutions must rectify or erase personal information in its capacity as controller, Motorola Solutions will notify other group members and any processor to whom the personal information has been disclosed so that they can also update their records accordingly.

5.4 If Motorola Solutions acting as controller has made the personal information public, and is obliged to erase the personal data pursuant to a Data Protection Rights Request, it must take reasonable steps, including technical measures (taking account of available technology and the cost of implementation), to inform controllers which are processing the personal information that the individual has requested the erasure by such controllers of any links to, or copy or replication of, the personal information.

## **6. Requests for data portability**

6.1 If an individual makes a Data Protection Rights Request to Motorola Solutions acting as controller to receive the personal information that he or she has provided to Motorola Solutions in a structured, commonly used and machine-readable format and/or to transmit directly such information to another controller (where technically feasible), Motorola Solutions' Privacy, Information Security and / or business teams will consider and deal with the request appropriately in accordance with applicable data protection laws insofar as the processing is based on that individual's consent or on the performance of, or steps taken at the request of the individual prior to entry into, a contract.

## **7. Requests regarding automated decision making**

7.1 The right not to be subject to automated decision making is the right for individuals not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her unless it is: a) necessary for entering into or performance of a contract between the individual and the controller, b) authorized by Union or Member State law to which the controller is subject and

which also lays down suitable measures to safeguard the individual's rights and freedoms and legitimate interests, or c) the individual has given their explicit consent. If an individual makes a Data Protection Rights Request to Motorola Solutions acting as controller not to be subject to automated decision making (including profiling), Motorola Solutions' Privacy team will consider and deal with the request appropriately in accordance with applicable data protection laws. This may include, if requested, provision of information about the logic involved in the decision.

## **8. Questions about this Data Protection Rights Procedure**

8.1 All queries relating to this Procedure are to be addressed to the Motorola Solutions Data Protection Office or at [privacy1@motorolasolutions.com](mailto:privacy1@motorolasolutions.com).



**Motorola Solutions**

**UK Binding Corporate Rules:**

**Appendix 4 - Complaint Handling Procedure**

## **1. Background**

1.1 Motorola Solutions' UK Binding Corporate Rules (Controller Policy) ("the Rules") safeguard personal information transferred between the Motorola Solutions Group Members.

1.2 This Complaint Handling Procedure describes how complaints brought by an individual whose personal information is processed by Motorola Solutions under the Rules must be addressed and resolved.

1.3 This procedure will be made available to individuals whose personal information is processed by Motorola Solutions under the Rules.

## **2. How individuals can bring complaints**

2.1 Any individuals may raise a data protection question, concern or complaint (whether related to the Rules or not) by e-mailing Motorola Solutions' Privacy Team at [privacy1@motorolasolutions.com](mailto:privacy1@motorolasolutions.com).

## **3. Complaints where Motorola Solutions is a controller**

3.1 *Who handles complaints?*

3.1.1 The Privacy Team will handle all questions, concerns, or complaints in respect of personal information for which Motorola Solutions is a controller, including questions, concerns or complaints arising under the Rules. The Privacy Team will liaise with colleagues from relevant business and support units as necessary to address and resolve such questions, concerns and complaints.

3.2 *What is the response time?*

3.2.1 The Privacy Team will acknowledge receipt of a question, concern or complaint to the individual concerned without undue delay, investigating and making a substantive response within one (1) month.

3.2.2 If, due to the complexity of the complaint, a substantive response cannot be given within this period, the Privacy Team will advise the individual accordingly and provide a reasonable estimate (not exceeding two (2) months) of the timescale within which a substantive response will be provided.

### 3.3 *What happens if an individual disputes a finding?*

3.3.1 If the individual notifies the Privacy Team that it disputes any aspect of the response finding, the Privacy Team will refer the matter to the Data Protection Officer / VP Data Protection. The Data Protection Officer / VP Data Protection will review the case and advise the individual of his or her decision either to accept the original finding or to substitute a new finding. The Data Protection Officer / VP Data Protection will respond to the complainant within one (1) month from being notified of the escalation of the dispute.

3.3.2 As part of its review, the Data Protection Officer / VP Data Protection may arrange to meet the parties to the dispute in an attempt to resolve it. If, due to the complexity of the dispute, a substantive response cannot be given within one (1) month of its escalation, the Data Protection Officer / VP Data Protection will advise the complainant accordingly and provide a reasonable estimate for the timescale within which a response will be provided which will not exceed two (2) months from the date the dispute was escalated.

3.3.3 If the complaint is upheld, the Data Protection Officer / VP Data Protection will arrange for any necessary steps to be taken as a consequence.

## **4. Right to complain to a the Information Commissioner's Office and to commence proceedings**

### 4.1 *Overview*

4.1.1 Where individuals' personal information:

(a) are processed in the UK by a Group Member acting as a controller and/or transferred to a Group Member located outside the UK under the Controller Policy; or

(b) are processed in the UK by a Group Member acting as a processor and/or transferred to a Group Member located outside the UK under the Controller Policy;

then those individuals have certain additional rights to pursue effective remedies for their complaints, as described below.

4.1.2 The individuals described above have the right to complain to the Information Commissioner's Office (in accordance with paragraph 5.2) and/or to commence proceedings in a court of competent jurisdiction (in accordance with paragraph 5.3), whether or not they have first complained directly to Motorola Solutions under this Complaints Handling Procedure.

4.1.3 Motorola Solutions accepts that complaints and claims made pursuant to paragraphs 4.2 and 4.3 may be lodged by a non-for-profit body, organization or association acting on behalf of the individuals concerned.

#### 4.2 *Complaint to the Information Commissioner's Office*

4.2.1 If an individual wishes to complain about Motorola Solutions' processing of his or her personal information to the Information Commissioner's Office, on the basis that a UK Group Member has processed personal information in breach of the Rules or in breach of applicable data protection laws, he or she may complain about that UK Group Member to the Information Commissioner's Office:

(a) of his or her habitual residence;

(b) of his or her place of work; or

(c) where the alleged infringement occurred.

4.2.2 If an individual wishes to complain about Motorola Solutions' processing of his or her personal information to the Information Commissioner's Office, on the basis

that a non-UK Group Member has processed personal information in breach of the Rules or in breach of applicable data protection laws, then will submit to the jurisdiction of the competent Information Commissioner's Office (determined in accordance with paragraph 5.2.1) in place of that non-UK Group Member, as if the alleged breach had been caused by Motorola Solutions UK Limited.

#### 4.3 *Proceedings before a national court*

4.3.1 If an individual wishes to commence court proceedings against Motorola Solutions, on the basis that a UK Group Member has processed personal information in breach of the Rules or in breach of applicable data protection laws, then he or she may commence proceedings against that UK Group Member in the UK:

(a) in which that UK Group Member is established; or

(b) of his or her habitual residence.

4.3.2 If an individual wishes to commence court proceedings against Motorola Solutions, on the basis that a non-UK Group Member has processed personal information in breach of the Rules or in breach of applicable data protection laws, then Motorola Solutions UK Limited will submit to the jurisdiction of the competent court (determined in accordance with paragraph 5.3.1) in place of that non-UK Group Member, as if the alleged breach had been caused by Motorola Solutions UK Limited.

**Motorola Solutions**

**UK Binding Corporate Rules:**

**Appendix 5 - Cooperation Procedure**

## **1. Background**

1.1 Motorola Solutions' UK Binding Corporate Rules: Cooperation Procedure sets out the way in which Motorola Solutions will cooperate with the Information Commissioner's Office in relation to the Motorola Solutions UK Binding Corporate Rules (Controller Policy) ("the Rules").

## **2. Cooperation Procedure**

2.1 Where required, Motorola Solutions will make the necessary personnel available for dialogue with the Information Commissioner's Office in relation to the Rules.

2.2 Motorola Solutions will:

(a) comply with any advice or decision of the Information Commissioner's Office on any data protection law issues that may affect the Rules subject to any effective judicial remedy and due process which may apply and which Motorola Solutions chooses to exercise including any right of appeal; and

(b) review, consider and (as appropriate) implement any guidance published by the Information Commissioner's Office in connection with Binding Corporate Rules for Processors and Binding Corporate Rules for Controllers.

2.3 Motorola Solutions will provide upon request copies of the results of any audit it conducts of the Rules to the Information Commissioner's Office, who will treat the audit results in accordance with any confidentiality obligations applicable to the Information Commissioner's Office under applicable data protection law.

2.4 Motorola Solutions agrees that the Information Commissioner's Office may audit any Group Member who processes personal information as a controller for compliance with the Rules.

2.5 Motorola Solutions agrees to comply with the advice of and abide by a formal decision of the Information Commissioner's Office on any issues relating to the interpretation and application of the Rules subject to any effective judicial remedy and

due process which may apply and which Motorola Solutions chooses to exercise including any right of appeal.

2.6 In the event of a conflict between the provisions of this Appendix 5 (Cooperation Procedure) and the applicable data protection law of a non-UK country, the "Relationship between national laws and the Rules" provisions of the Rules shall apply.



**Motorola Solutions**

**UK Binding Corporate Rules:**

**Appendix 6 - Privacy Training  
Requirements**

## **1. Background**

1.1 Motorola Solutions' UK Binding Corporate Rules (Controller Policy) ("**the Rules**") provides a framework for the transfer of personal information between Motorola Solutions Group Members.

1.2 The document sets out the requirements for Motorola Solutions to train its staff members on the requirements of the Rules.

1.3 Motorola Solutions must train staff members (including new hires, temporary staff and individual contractors whose roles bring them into contact with personal information) on the basic principles of data protection, confidentiality and information security awareness. This must include training on UK data protection laws. Staff members who have permanent or regular access to personal information and who are involved in the processing of personal information or in the development of tools to process personal information must receive additional, tailored training on the Rules and specific data protection issues relevant to their role. This training is further described below and is repeated on a regular basis.

## **2. Responsibility for the Privacy Training Program**

2.1 Motorola Solutions' Privacy Team has overall responsibility for privacy training at Motorola Solutions, with input with colleagues from other functional areas including Information Security, HR and other departments, as appropriate. They will review training from time to time to ensure it addresses all relevant aspects of the Rules and that it is appropriate for individuals who have permanent or regular access to personal information, who are involved in the processing of personal information or in the development of tools to process personal information.

2.2 Motorola Solutions' senior management is committed to the delivery of data protection training courses, and will ensure that staff are required to participate, and given appropriate time to attend such courses. Course attendance must be recorded and monitored via regular reviews of the training process. These reviews are facilitated by Motorola Solutions' Ethics & Compliance Team and/or independent third party auditors.

2.3 If these training reviews reveal persistent non-completion, this will be escalated to VP, Ethics & Compliance for action. Such action may include escalation of non-completion to

appropriate managers within Motorola Solutions who will be responsible and held accountable for ensuring that the individual(s) concerned attend and actively participate in such training.

### **3. Delivery of the training courses**

3.1 Motorola Solutions will deliver mandatory electronic training courses, supplemented by face to face training for staff members. The courses are designed to be both informative and user-friendly, generating interest in the topics covered. All Motorola Solutions staff members must complete data protection training (including training on the Rules):

- (a) as part of their induction program;
- (b) as part of a regular refresher training at least once every 2 years ;
- (c) as and when necessary to stay aware of changes in the law; and
- (d) as and when necessary to address any compliance issues arising from time to time.

3.2 Certain staff members must receive supplemental specialist training, in particular staff members who work in HR, Marketing, Sales, Products & Services, Procurement and Customer Support or whose business activities include processing special category personal data. Specialist training shall be delivered as additional modules to the basic training package, and will be tailored as necessary to the course participants.

### **4. Training on data protection**

4.1 Motorola Solutions' training on data protection and the Rules will cover the following main areas:

4.1.1 Background and rationale:

- (a) What is data protection law?
- (b) What are key data protection terminology and concepts?
- (c) What are the data protection principles?
- (d) How does data protection law affect Motorola Solutions internationally?

(e) What are Motorola Solutions' BCR Rules?

4.1.2 The Rules:

(a) An explanation of the Rules

(b) The scope of the Rules

(c) The requirements of the Rules

(d) Practical examples of how and when the Rules apply

(e) The rights that the Rules give to individuals

(f) The privacy implications arising from processing personal information for clients

4.1.3 Where relevant to a staff member's role, training will cover the following procedures under the Rules:

(a) Data Subject Rights Procedure

(b) Cooperation Procedure

(c) Complaint Handling Procedure

(d) Government Data Request Procedure

# **Motorola Solutions**

## **UK Binding Corporate Rules:**

### **Appendix 7 - Government Data Request Procedure**

## **1. Background**

1.1 Motorola Solutions' UK Binding Corporate Rules: Government Data Request Procedure sets out Motorola Solutions' procedure for responding to a request received from a law enforcement authority or state security body (together the "**Requesting Authority**") to disclose personal information processed by Motorola Solutions (hereafter "**Data Disclosure Request**").

1.2 Where Motorola Solutions receives a Data Disclosure Request, it will handle that Data Disclosure Request in accordance with this Procedure. If applicable data protection law(s) require a higher standard of protection for personal information than is required by this Procedure, Motorola Solutions will comply with the relevant requirements of applicable data protection law(s).

## **2. General principle on Data Disclosure Requests**

2.1 As a general principle, Motorola Solutions does not disclose personal information in response to a Data Disclosure Request unless either:

- (a) it is under a compelling legal obligation to make such disclosure; or
- (b) taking into account the nature, context, purposes, scope and urgency of the Data Disclosure Request and the privacy rights and freedoms of any affected individuals, there is an imminent risk of serious harm that merits compliance with the Data Disclosure Requests in any event.

2.2 For that reason, unless it is legally prohibited from doing so or there is an imminent risk of serious harm, Motorola Solutions will notify and cooperate with the Information Commissioner's Office if it is the competent Supervisory Authority (and, where it processes the requested personal information on behalf of a Customer, the Customer) in order to address the Data Disclosure Request.

## **3. Handling of a Data Disclosure Request**

### *3.1 Receipt of a Data Disclosure Request*

3.1.1 If a Motorola Solutions Group Member receives a Data Disclosure Request, the recipient of the request must pass it to Motorola Solutions' Data Protection Officer, immediately

upon receipt, indicating the date on which it was received together with any other information which may assist Motorola Solutions' Data Protection Office to deal with the request.

3.1.2 The request does not have to be made in writing, made under a Court order, or mention data protection law to qualify as a Data Disclosure Request. Any Data Disclosure Request, howsoever made, must be notified to Data Protection Office for review.

### 3.2 *Initial steps*

3.2.1 Motorola Solutions' Data Protection Office will carefully review each and every Data Disclosure Request on a case-by-case basis. Motorola Solutions' Data Protection Office will liaise with the legal department as appropriate to deal with the request to determine the nature, context, purposes, scope and urgency of the Data Disclosure Request, as well as its validity under applicable laws, in order to identify whether action may be needed to challenge the Data Disclosure Request.

## **4. Notice of a Data Disclosure Request**

### 4.1 *Notice to the Information Commissioner's Office*

4.1.1 Motorola Solutions will put the request on hold in order to notify and consult with the Information Commissioner's Office where it is the competent Supervisory Authority, unless legally prohibited (such as a prohibition under criminal law to preserve the confidentiality of a law enforcement investigation) or where an imminent risk of serious harm exists that prohibits prior notification. Such notification to the Information Commissioner's Office will include, information about the data requested, the requesting body, and the legal basis for the disclosure. Where Motorola Solutions is not reasonably able to notify the Information Commissioner's Office of a Data Disclosure Request due to imminent risk of serious harm, provided Motorola Solutions is not legally prohibited from doing so, Motorola Solutions will notify the Information Commissioner's Office when it is reasonably able to do so.

4.1.2 Where Motorola Solutions is prohibited from notifying the Information Commissioner's office and suspending the request, Motorola Solutions will use its best efforts (taking into account the nature, context, purposes, scope and urgency of the request) to inform the Requesting Authority about its obligations under applicable data protection law and to obtain the right to waive this prohibition. Such efforts may include asking the Requesting Authority to put the request on hold so that Motorola Solutions can consult with the Information

Commissioner's Office, which may also, in appropriate circumstances, include seeking a court order to this effect. Motorola Solutions will maintain a written record of the efforts it takes.

## **5. Transparency reports**

5.1 If, despite having used its best efforts, Motorola Solutions is not in a position to notify the Information Commissioner's Office, Motorola Solutions commits to preparing an annual report (a "**Transparency Report**"), which reflects to the extent permitted by applicable laws, the number and type of Data Disclosure Requests it has received for the preceding year and the Requesting Authorities who made those requests. Motorola Solutions shall provide this report to the Information Commissioner's Office once each year.

## **6. Bulk transfers**

6.1 In no event will any Group Member transfer personal information to a Requesting Authority in a massive, disproportionate and indiscriminate manner that goes beyond what is necessary in a democratic society.



**Motorola Solutions**

**UK Binding Corporate Rules:**

**Appendix 8 –**

**Material Scope of the Controller Policy**

**1. Background**

1.1 The “UK Binding Corporate Rules: Controller Policy” (the "**Controller Policy**") provides a framework for the transfer of personal information between Group Members.

1.2 This document sets out the material scope of the Controller Policy. It specifies the data transfers or set of transfers, including the nature and categories of personal information, the type of processing and its purposes, the types of individuals affected, and the identification of the third country or countries.

**2. Human Resources Data**

<p>Who transfers the personal information described in this section?</p>	<p>Every Group Member inside of the UK may transfer the personal information that they control described in this section to every other Group Member inside and outside of the UK.</p> <p>Every Group Member outside of the UK may also transfer the personal information that they control described in this section to every Group Member inside and outside of the the UK.</p>
<p>Who receives this personal information?</p>	<p>Every Group Member outside of the UK may receive the personal information described in this section which is sent to them by other Group Members inside and outside of the UK.</p> <p>Every Group Member inside of the UK may also receive the personal information described in this section which is sent to them by other Group Members inside and outside of the UK.</p>

<p>What categories of personal information are transferred?</p>	<p>Group Members collect and transfer Special Category Personal Information only in connection with valid employment purposes.</p> <p>Such collection and transfer will only concern limited Sensitive Personal Information, for example, health-related information for the purpose of managing employee absences, disabilities in order to provide access to our premises, and diversity information (e.g. race and ethnic origin, religion, sexual orientation and disabilities) for equal opportunities monitoring.</p> <p>Group Members may also collect and transfer background checking information on certain prospective employees, but only where and to the extent permitted by law.</p>
<p>Who are the types of individuals whose personal information are transferred?</p>	<p>Past and current staff</p> <ol style="list-style-type: none"> <li>1. Individual consultants</li> <li>2. Independent contractors</li> <li>3. Temporary staff</li> <li>4. Job applicants</li> </ol>
<p>Why is this personal information transferred and how will it be used?</p>	<p>The management of employment-related activities including but not limited to:</p> <ul style="list-style-type: none"> <li>● recruitment;</li> <li>● entering, performing and changing employment or service contracts;</li> <li>● contacting staff or others on their behalf;</li> <li>● payroll and benefits administration;</li> <li>● supporting and managing staff work and performance and any health concerns;</li> </ul>

	<ul style="list-style-type: none"> <li>● changing or ending staff working arrangements;</li> <li>● physical and system security;</li> <li>● providing references;</li> <li>● providing staff information to third parties in connection with transactions that are contemplated or carried out;</li> <li>● monitoring of diversity and equal opportunities;</li> <li>● monitoring and investigating compliance with legal obligations, internal policies and rules both generally and specifically, including implementing and operating a whistleblowing hotline;</li> <li>● disputes and legal proceedings;</li> <li>● day-to-day business operations, including marketing and customer/client relations; and</li> <li>● maintaining appropriate business records during and after employment or engagement.</li> </ul>
<p>Where is this personal information processed?</p>	<p>The personal information described in this section may be processed in every territory where Group members or their processors are located.</p>

### 3. Customer Relationship Management Data

<p>Who transfers the personal information described in this section?</p>	<p>Every Group Member inside of the UK may transfer the personal information that they control described in this section to every other Group Member inside and outside of the UK.</p> <p>Every Group Member outside of the UK may also transfer the personal information that they control described in this section to every Group Member inside and outside of the UK.</p>
<p>Who receives this personal information?</p>	<p>Every Group Member outside of the UK may receive the personal information described in this section which is sent to them by other Group Members inside and outside of the UK.</p> <p>Every Group Member inside of the UK may also receive the personal information described in this section which is sent to them by other Group Members inside and outside of the UK.</p>
<p>What categories of personal information are transferred?</p>	<ul style="list-style-type: none"><li>• Contact details: postal address, billing address, delivery address, phone number (fixed and mobile), email address, fax number and other personal details provided by customers of the Group Member and visitors to the Group Members' websites and other digital properties.</li><li>• Professional details: job title, affiliated organization, data relating to business projects.</li></ul>

	<ul style="list-style-type: none"> <li>● Financial data: bank account number, bank details, payment card details.</li> <li>● Order data: purchasing history, return history, cancellation history.</li> <li>● IT related data: IP addresses of visitors to the Group Members' websites and other digital properties, online navigation data, browser type, language preferences, pixel data, cookies data, web beacon data.</li> <li>● Social security numbers or equivalent national identification numbers and date of birth.</li>   <li>● Information on sweepstakes or contests you customers enter.</li>   <li>● Survey and questionnaire responses. <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>● Blog posts and social media posts.</li>   <li>● Email correspondence.</li>   <li>● Information available from online directories and databases.</li> </ul>
<p>What categories of sensitive personal information (if any) are transferred?</p>	<p>None.</p>
<p>Who are the types of individuals whose personal information are transferred?</p>	<p>Representatives of business customers.</p>
<p>Why is this personal information transferred and how will it be used?</p>	<p>The management and administration of customer services including but not limited to:</p>

	<ul style="list-style-type: none"> <li>● the administration of orders and accounts;</li> <li>● providing products and services;</li> <li>● product management;</li> <li>● business development;</li> <li>● performance analysis including volume / frequency of orders / deliveries;</li> <li>● marketing, advertising and public relations in connection with Group Members' business activities, goods or services;</li> <li>● customer relationship management including satisfaction surveys, customer claims and after sales service; and</li> <li>● the conduct of Group Members' business activities.</li> </ul>
<p>Where is this personal information processed?</p>	<p>The personal information described in this section may be processed in every territory where Group members or their processors are located.</p>

**4. Supply chain management data**

<p>Who transfers the personal information described in this section?</p>	<p>Every Group Member inside of the UK may transfer the personal information that they control described in this section to every other Group Member inside and outside of the UK.</p>
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	<p>Every Group Member outside of the UK may also transfer the personal information that they control described in this section to every Group Member inside and outside of the UK.</p>
<p>Who receives this personal information?</p>	<p>Every Group Member outside of the UK may receive the personal information described in this section which is sent to them by other Group Members inside and outside of the UK.</p> <p>Every Group Member inside of the UK may also receive the personal information described in this section which is sent to them by other Group Members inside and outside of the UK.</p>
<p>What categories of personal information are transferred?</p>	<ul style="list-style-type: none"> <li>● Contact details: postal address, billing address, delivery address, phone number (fixed and mobile), email address, fax number and other personal details provided by customers of the Group Member and visitors to the Group Members' websites and other digital properties.</li> <li>● Professional details: job title, affiliated organization, data relating to business projects.</li> <li>● Financial data: bank account number, bank details, credit card details.</li> <li>● Order data: purchasing history, return history, cancellation history.</li> <li>● IT related data: IP addresses of visitors to the Group Members' websites and other digital properties, online navigation data,</li> </ul>



	browser type, language preferences, pixel data, cookies data, web beacon data.
What categories of sensitive personal information (if any) are transferred?	None.
Who are the types of individuals whose personal information are transferred?	<ol style="list-style-type: none"> <li>1. Individual contractors</li> <li>2. Individual account managers</li> <li>3. Staff or third party suppliers</li> </ol>
Why is this personal information transferred and how will it be used?	<p>The management and administration of supplier services including but not limited to:</p> <ul style="list-style-type: none"> <li>• the management and administration of supplier accounts;</li> <li>• the selection and vetting of suppliers;</li> <li>• information gathering regarding suppliers;</li> <li>• supplier relationship management; and</li> <li>• statistics and data analytics.</li> </ul>
Where is this personal information processed?	The personal information described in this section may be processed in every territory where Group members or their processors are located.