

# Product Transparency Notice

For any queries, please contact [privacyteam@symantec.com](mailto:privacyteam@symantec.com)

## Information Centric Tagging

This Privacy Transparency Notice describes how Information Centric Tagging (“Product”) collects and processes Personal Data. Its purpose is to provide You (our current or prospective “Customer”) the information You need to assess the Personal Data processing that is involved in using the Product.

### 1. Product Description

Information Centric Tagging tags information inside the company and helps manage sensitive data. Also, it educates end users to classify/tag generated information.

Further information about the Product is available at:

<https://www.symantec.com/products/information-centric-tagging>

### 2. Personal Data Collection And Processing

#### Sources of Data

Information Centric Tagging analyses information and tags it using username, hostname, email address. Information is collected from Active Directory and Endpoints.

#### Respective Roles of Symantec and Customer

With respect to Personal Data collected by the Product during its use, the customer is the controller. The use of the Product does not involve Symantec as a Data Processor.

#### Personal Data Elements Collected and Processed, Data Subjects, Purpose of Processing

Personal Data Category	Data Subject Category	Purpose Of Processing
Contact information (email) and online identifiers (username, hostname)	Customer employees and contractors	Watermarking and encryption

The Product does not need and is not meant to collect or process any Special Categories of Personal Data.

#### Personal Data Retention Schedule

As the Controller, the Customer is solely responsible for defining and implementing the retention policies and periods applicable to Personal Data collected through the use of the Product. The use of the Product does not involve Symantec as a Data Processor.

### 3. Disclosure and International Transfer of Personal Data

#### Third-Party Sub-Processors

No third-party sub-processor is involved in delivering the Product.

#### International Transfers of Personal Data

As the Controller, the Customer is solely responsible for complying with any rules applicable to the international transfers of Personal Data that the Customer collects by using the Product. The use of the Product does not involve Symantec as a Data Processor.

#### 4. Exercise Of Data Subject Rights

All data is stored on databases managed by the customer. Further, pursuant to the applicable Data Processing Addendum, and to the extent possible taking into account the nature of the processing, Symantec will assist the Customer, insofar as this is feasible, with the fulfillment of the Customer's obligation to respond to requests for exercising Data Subjects' rights such as the rights of access, rectification, deletion and objection laid down in Chapter III of the EU General Data Protection Regulation (GDPR).

#### 5. Information Security

##### Technical and Organizational Measures

Collected data is encrypted on communication between Information Centric Tagging servers and endpoints. It is Symantec's and all of its affiliated entities' commitment to implement, and contractually require all sub-processors to implement, appropriate technical and organizational measures to ensure an appropriate level of security, taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk for the rights and freedoms of Data Subjects. Additional security documentation is available on the [Symantec Customer Trust Portal](#).

This notice is the sole authoritative statement relating to the Personal Data processing activities associated with the use of this Product. It supersedes any prior Symantec communication or documentation relating thereto.