

Information Security Management System

Title	Cezanne HR Group Sub-Processor Schedule		
Author	Compliance & Data Protection Lead	Annex Control	A5.19-A5.23
Reviewed	Director of Commercial Operations	Procedure Number	-
Approved	Chief Technical Officer	ISO Standard	27001:2022
Document version	2.3	Confidentiality level	Commercially Sensitive
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Group Affiliates			
Entity Name	Business Description	Corporate Address	Contact Details
Bid Recruit Limited	Provider of recruitment technology / applicant tracking system solutions (previously t/a Occupop), supporting the Cezanne Recruitment application.	The Gables, Foxrock, Dublin, D18 A2N7, Ireland.	katy.graham@cezannehr.com
Cezanne HR Limited	Provider of HR, payroll, recruitment and expense management software solutions for UK and international organisations	57 Southwark Street, London, SE1 1RU, England	katy.graham@cezannehr.com
Rise to Limited (Learn Amp)	Provider of learning and development solutions (Learn Amp), delivered as a cloud-based SaaS application to support employee training and engagement	The Old Rectory, Church Street, Weybridge, Surrey, KT13 8DE	katy.graham@cezannehr.com

Core Sub-Processors						
Sub-Processor name & Corporate Address	Processing Location	Nature of Processing	HR	Payroll	Recruitment (Occupop)	Expenses
Amazon Web Services EMEA SARL 38 Avenue John F. Kennedy, 1855 Luxembourg, Luxembourg	EU - Ireland & Germany	Purpose: Platform infrastructure to support the Software-as-a-Service model including database hosting and storage of all data; and utilising enterprise monitoring, system management and automation tools Data Accessed: Customer/applicant data including supplementary files: contract files, forms, CV files and subset of these files. AWS does not have direct customer data access.	☒	☒	☒	☐
APPCheck Ltd.	N/A	Purpose: An automated external vulnerability scanning layer that continuously tests our applications and infrastructure for weaknesses, enabling early detection and prioritised remediation of security risks	☒	☒	☒	☒

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Unit 1, Centre 27 Business Park, Bankwood Way, Birstall, Batley, WF17 9TB, United Kingdom		Data Accessed: AppCheck does not process personal data as part of its service				
Bottomline Technologies Limited 1600 Arlington Business Park, Theale, Reading, Berkshire, RG7 4SA, United Kingdom	UK	Purpose: Manage and execute financial transactions related to payroll activities (payroll payments) Data Accessed: Customer employee data related to payroll payments services	☐	☒	☐	☐
Cezanne HR S.R.L. Via Emilio Zago 2/2, 40128, Bologna	Italy	Purpose: Provision of sales, customer account management, support and implementation services for customers in Italy and Portugal Data Accessed: Customer data for the purposes of delivering services directly to customers in line with user roles and permissions set by customer	☒	☒	☒	☐
Compact Konitsis 2, Paleo Faliro 175 64 Athens, Greece <i>(Contract entity: KKCS Consulting & Management Services Ltd., Cyprus)</i>	EU - Greece	Purpose: Provision of sales, customer account management, support and implementation services for customers in Greece Data Accessed: Customer data for the purposes of delivering services directly to customers in line with user roles and permissions set by customer	☒	☒	☒	☐
Crowdstrike Inc 150 Mathilda Place, Suite 300, Sunnyvale, California 94086, United States	N/A	Purpose: Provides endpoint protection, real-time threat detection, and incident response capabilities across our infrastructure and corporate devices. Data Accessed: Crowdstrike does not process personal data as part of its service	☒	☒	☒	☐
Fortra, LLC 11095 Viking Drive, Suite 100, Eden Prairie, Minnesota 55344, United States	N/A	Purpose: Use of AlertLogic MDR toolset to provide managed detection and response and continuous monitoring of our infrastructure, enabling real-time detection of security threats, system anomalies and service availability issues Data Accessed: N/A	☒	☒	☒	☐

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HubSpot Inc 2 Canal Park, Cambridge, Massachusetts 02141, United States	EU - Germany	Purpose: Provides a CRM toolset supporting marketing, sales, account management and support activities for Cezanne customers. HubSpot provides the Support Portal technology where customers access our knowledge base (documentation) and log support tickets. Data Accessed: Sales & Marketing B2B data. Customer data shared by customer via Support tickets. No direct access to customer data in the Cezanne platform.	☒	☒	☒	☒
Litmos 2704 Orchard Parkway, Suite C, San Jose, California 95134, United States	EU - Germany	Purpose: Third-party Learning Management System (LMS) solutions (platform and associated content packages) Data Accessed: Customer data required for learning purposes	☒	☐	☐	☒
Microsoft Corporation One Microsoft Way, Redmond, Washington 98052, United States	EU/UK	Purpose: Leveraging productivity and automation toolsets Office 365, CoPilot, Facilitator to improve efficiencies, insight and responsiveness across customer management, service, support and engagement activities. Data Accessed: Customer data shared in email communications, online meetings, project documentation and support tickets	☒	☒	☒	☒
Pendo.io Inc 150 Fayetteville Street, Suite 800, Raleigh, North Carolina 27601, United States	EU	Purpose: Customer digital experience, communication and feedback tool, integrated within Cezanne platform Data Accessed: Customer Data: names, preferences, system features and usage, product feedback	☒	☒	☒	☒
Postmark 1 North Dearborn Street, 5th Floor, Chicago, Illinois 60602, United States	US	Purpose: used within the Recruitment application as an external email delivery service to send system-generated communications to candidates and users (e.g. notifications, application updates and workflow emails) Data Accessed: Customer Data: Names, email addresses	☐	☐	☒	☐
Send Safely	EU	Purpose: Provider of services aimed at facilitating secure data exchange which may include client data e.g. for	☒	☒	☒	☒

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3423 Piedmont Road NE, Suite 420, Atlanta, Georgia 30305, United States		support purposes, as part of an implementation project or during payroll service operation Data Accessed: Customer personal data where it is agreed by customer to share data or provide to support service delivery. Data is encrypted in platform				
Signifo Limited 3000 Hillswood Drive, Hillswood Business Park, Chertsey, Surrey, KT16 0RS, United Kingdom	EU/UK	Purpose: Provision of the Cezanne expense management module within the Service Data Accessed: Customer employee data relating to expense submissions	☐	☐	☐	☒
Staffology Limited (now part of the Iris Group) 4th Floor, Heathrow Approach, 470 London Road, Slough, SL3 8QY	EU - Ireland	Purpose: UK payroll SaaS service provision, which Cezanne HR provides on a white label basis to certain customers (legacy offering only) Data Accessed: Customer data: Payroll data Only applicable to a small quantity of legacy customers that have not migrated to Cezanne Payroll module.	☒	☐	☐	☐
TGP (Spain) Sede Legal C. de Manuel Tovar, 42, Fuencarral-El Pardo, 28034 Madrid, Spain	EU	Purpose: Provision of sales, customer account management, support and implementation services for customers in Spain Data Accessed: Customer data for the purposes of delivering services directly to customers in line with user roles and permissions set by customer	☒	☒	☒	☐
ThreatSpike Innovation Centre, University of Reading, Earley Gate, Whiteknights Road, Reading, RG6 6BU, United Kingdom	N/A	Purpose: A managed penetration testing and monitoring service (manual) that simulates real-world attacks against our applications and infrastructure, providing deeper security assurance and validation of our controls Data Accessed: AppCheck does not process personal data as part of its service	☒	☒	☒	☐
Visier Solutions Inc 2425 Matheson Boulevard East, 8th Floor, Mississauga, Ontario L4W 5K4, Canada	EU	Purpose: Provider of insights and analytics application Data Accessed: Customer data within the platform	☒	☒	☒	☒

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Zucchetti Sarce SRL via Solferino, 1 - 26900 Lodi - Italy	EU - Italy	Purpose: Provision of Cezanne SaaS Payroll Services to customers in Italy Data Accessed: Customer personal data related to payroll services	☒	☐	☐	☐
Zucchetti Spa (formerly Interviewweb Srl Limited) Piazza Mino Zucchetti 1 - 26900 Lodi - Italy	EU - Italy	Purpose: SaaS service for Recruitment, which Cezanne HR offers on a white label basis to customers in the English-speaking world, as part of the full HRM solution Data Accessed: Customer job candidate data	☒	☒	☐	☐

Optional Sub-Processors						
Sub Processor Name	Processing Location	Nature of Processing	HR	Payroll	Recruitment (Occupop)	Expenses
Cronofy LTD North Warehouse, Gloucester Street, Newcastle upon Tyne, NE1 2JE, United Kingdom	EU	Purpose: Calendar Integration for Recruitment application (optional feature) Data Accessed: Customer employee online calendars	☐	☐	☒	☐
GetKnit 71 Robinson Road, #14 01, Singapore 068895	EU	Purpose: Integration from Cezanne Recruitment application to SAP HCM solution (legacy offering only - (optional feature)) Data Accessed: Customer job / candidate data	☐	☐	☒	☐
Microsoft Corporation One Microsoft Way, Redmond, Washington 98052, United States	EU/UK	Purpose: SSO features supported by Microsoft for the Recruitment application (optional feature) Data Accessed: Customer log in credentials	☐	☐	☒	☐
Twilio LTD 125 Shaftesbury Avenue, London, WC2H 8AD, United Kingdom	US	Purpose: SMS communications within the Cezanne Recruitment application e.g. interview confirmation (optional feature) Data Accessed: Customer job candidate contact details – mobile phone number	☐	☐	☒	☐

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Wospee S.r.l Via Enrico Cialdini 8, 20161 Milan, Italy	EU	Purpose: Provider of integration technology solution (optional module) Data Accessed: Customer data for the purposes of delivering integration technology solutions and associated support services directly to Cezanne customers availing of these features.	☒	☒	☐	☒
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Change history

Date	Version	Created by	Description of charge
05 Oct 2018	0.1	Fusion Forensics	Basic document outline
08 Oct 2018	0.2	Chief Technical Officer	Added AWS and Cezanne HR Service backups
07 Nov 2018	1.0	Senior Network Administrator	Document reviewed, approved and published; not published
29 Oct 2021	1.1	Senior Network Administrator	Updated for local server removal; not published
07 Dec 2022	1.2	Compliance Manager	New template: document managed in ISMS.Online; not published
22 Nov 2023	1.3	Compliance Manager	No change, reviewed; not published
10 May 2025	2.0	Compliance Manager	Updated with Occupop subprocessors; not published
15 May 2025	2.1	Compliance Manager	Change of format, names changes to job titles under GDPR, reviewed & not published
22 May 2025	2.2	Compliance Manager	Updated; review and approval requested JH: APPROVED & PDF published
12 June 2026	2.3	Compliance & Data Protection Lead	Updated, review and approval of Compliance Team & Exec requested and approved; published.

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