Valid as of May 1st, 2018

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With the entry into force of the EU General Data Protection Regulation (EU GDPR) on 25 May 2018, any organization in Europe that collects, manages and processes personal data must be able to provide documentation to handle such data in accordance with the requirements formulated therein.

This obligation applies regardless of the number of employees also for orthodontic treatment facilities and thus for many users of the software OnyxCeph<sup>3™</sup>.

In connection with the prediction of a wave of warnings and sensitive fines in the case of breaches of the provisions of the Regulation, the uncertainty of the licensee concerned is correspondingly high.

Therefore, within the scope of the Regulation we provide below instructions and recommendations to enable the data protection officer of their practice/clinic to answer any questions related to standards-compliant use, maintenance and care of OnyxCeph<sup>3™</sup> software and the actions required to be fully implemented on time and in terms of content.

On website www.onyxceph.com by menu Downloads|Manuals you can request the related documents

• Data Protection Confidential Agreemen and

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• GDPR Hints

You will receive both documents in PDF format as an email attachment. Read the contents of both documents carefully and Send two completed and signed copies of the Privacy Confidentiality Agreement to the company address Image Instruments. Add the returned and countersigned copy, together with the instructions on the implementation of the EU General Data Protection Regulation when using the software application, to its data protection documentation.

If necessary, please inform yourself again about the General Terms and Conditions of Business (GTC) and the End Use License Agreement (EULA).

## **Useful Links**

- General Terms and Conditions of Business (GTC)
- End User License Agreement (EULA)
- Maintenance vs. Order Data Processing
- bitcom: Begleitende Hinweise zu der Anlage Auftragsverarbeitung (in German)

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