

Data Processing Addendum

Reel-Scout, Inc. × Customer

Document ID DPA-002	Version 1.0	Effective Date January 1, 2026	Owner Wendi Le, DPO
-------------------------------	-----------------------	--	-------------------------------

This Data Processing Addendum ("DPA") is incorporated into and forms part of the agreement between Reel-Scout, Inc. ("Reel-Scout") and the customer identified in that agreement ("Customer") governing Customer's use of the Reel-Scout platform and services ("Agreement"). All capitalized terms not defined here have the meanings given in the Agreement.

This DPA applies where and to the extent that Reel-Scout processes personal data on behalf of Customer in connection with the Services. By signing the Agreement, or by executing this DPA separately, Customer enters into this DPA on behalf of itself and any authorized affiliates.

1. Definitions

Term	Meaning
"Data Protection Laws"	All applicable laws and regulations relating to the processing of personal data, including: the GDPR (Regulation (EU) 2016/679); the UK GDPR (as retained under the UK European Union (Withdrawal) Act 2018) and UK Data Protection Act 2018; and, where applicable, the California Consumer Privacy Act ("CCPA") and similar US state privacy laws, in each case as amended or replaced from time to time.
"Personal Data"	Any Customer Content that constitutes "personal data," "personally identifiable information," or "personal information" under applicable Data Protection Laws, processed by Reel-Scout on behalf of Customer in connection with the Services.
"Controller"	The party that determines the purposes and means of processing personal data. Includes "business" as defined under the CCPA.
"Processor"	The party that processes personal data on behalf of the Controller. Includes "service provider" as defined under the CCPA.
"Processing"	Any operation performed on personal data, including collection, storage, use, disclosure, or deletion.
"Data Subject"	The identified or identifiable natural person to whom personal data relates.
"Sub-processor"	Any third party engaged by Reel-Scout to process personal data in connection with the Services.
"Security Breach"	A confirmed breach of security leading to the accidental or unlawful destruction, loss, alteration, or unauthorized disclosure of personal

Term	Meaning
"SCCs"	data. Does not include unsuccessful or speculative attempts that do not compromise personal data. The Standard Contractual Clauses annexed to European Commission Implementing Decision 2021/914 for transfers of personal data to third countries.
"UK Addendum"	The International Data Transfer Addendum to the EU SCCs issued by the UK Information Commissioner's Office under s.119A(1) of the UK Data Protection Act 2018.
"Services"	The Reel-Scout platform and related services provided to Customer under the Agreement.

2. Roles and Scope

2.1 Roles. The parties agree that, with respect to Personal Data processed under this DPA, Customer is the Controller and Reel-Scout is the Processor. Reel-Scout will process Personal Data only to the extent necessary to provide the Services and as described in Schedule 1 (Description of Processing).

2.2 Instructions. Reel-Scout will process Personal Data solely on Customer's documented instructions. This DPA and the Agreement constitute Customer's complete instructions to Reel-Scout for processing Personal Data. Any additional instructions must be agreed in writing. Reel-Scout will promptly notify Customer if, in its reasonable opinion, an instruction violates applicable Data Protection Laws, and will not be required to follow such instruction.

2.3 Reel-Scout's Commitments. Reel-Scout will not: (a) sell or share Personal Data; (b) retain, use, or disclose Personal Data outside the direct business relationship with Customer or for any purpose other than performing the Services; or (c) attempt to re-identify anonymized or aggregated data without Customer's express authorization. Reel-Scout certifies that it understands and will comply with these restrictions.

3. Reel-Scout's Obligations

3.1 Confidentiality. Reel-Scout will ensure that personnel authorized to process Personal Data are subject to binding confidentiality obligations and process Personal Data only in accordance with this DPA.

3.2 Security. Reel-Scout will implement and maintain appropriate technical and organizational measures to protect Personal Data against Security Breaches, as further described in Schedule 2 (Security Measures). Reel-Scout may update these measures from time to time provided the overall level of protection is not reduced.

3.3 Sub-processors. Customer grants Reel-Scout general written authorization to engage Sub-processors to assist in providing the Services. A current list of Sub-processors is available upon request by emailing privacy@reel-scout.com. Reel-Scout will: (a) give Customer at least 30 days' prior written notice before adding or replacing a Sub-processor; (b) impose data protection obligations on each Sub-processor that are no less protective than this DPA; and (c) remain fully liable for each Sub-processor's performance. If Customer objects in writing within 30 days on reasonable data protection grounds, the parties will discuss the concern in good faith. Where no resolution is possible, either party may terminate the affected Services without penalty.

3.4 Data Subject Requests. Reel-Scout will promptly notify Customer (and in any event within 5 business days) upon receiving a request from a Data Subject relating to Personal Data processed under this DPA. Taking into account the nature of the processing, Reel-Scout will provide Customer with reasonable assistance to respond to such requests, to the extent Customer cannot do so independently through the Services.

3.5 Security Breach Notification. Upon becoming aware of a Security Breach, Reel-Scout will notify Customer without undue delay and in any event within 72 hours. Notification will include, to the extent then known: the nature of the breach; categories and approximate number of data subjects and records affected; likely consequences; and measures taken or planned to address the breach. Reel-Scout will provide reasonable cooperation to assist Customer in meeting its notification obligations under applicable Data Protection Laws.

3.6 DPIAs and Regulator Cooperation. Reel-Scout will provide Customer with reasonable assistance and cooperation for data protection impact assessments and prior consultations with supervisory authorities, where required by Data Protection Laws and at Customer's reasonable expense.

3.7 Audit Rights. Reel-Scout will make available all information reasonably necessary to demonstrate compliance with this DPA, including responses to written questionnaires submitted by Customer. Customer may request an audit no more than once per calendar year (or more frequently following a confirmed Security Breach or at the direction of a supervisory authority), on at least 30 days' prior written notice, at Customer's expense, and in a manner that minimizes disruption to Reel-Scout's operations. Current third-party certifications or audit reports (e.g., SOC 2) may satisfy this requirement where they cover the relevant processing activities.

3.8 Return and Deletion. Upon expiry or termination of the Agreement, or upon Customer's written request, Reel-Scout will return or securely delete all Personal Data within 30 days, at Customer's election, and certify in writing that this has been completed. This obligation does not apply to the extent Reel-Scout is required by law to retain Personal Data, or to Personal Data archived on backup systems that Reel-Scout will isolate and protect from further processing.

4. Customer's Obligations

Customer is responsible for determining whether the Services are appropriate for the storage and processing of Personal Data under applicable Data Protection Laws. Customer agrees to:

- Comply with its obligations under applicable Data Protection Laws, including having a valid lawful basis for processing Personal Data under this DPA.

-
- Provide adequate notices to, and obtain all necessary consents from, Data Subjects relating to the processing of their Personal Data through the Services.
 - Ensure its instructions to Reel-Scout comply with applicable Data Protection Laws.
 - Promptly notify Reel-Scout if Customer becomes aware that its processing instructions may cause Reel-Scout to violate applicable Data Protection Laws.

5. International Data Transfers

5.1 General. Where the Services involve a transfer of Personal Data from Customer to Reel-Scout, and that transfer is subject to Data Protection Laws requiring an appropriate safeguard, the following mechanisms apply.

5.2 EEA Transfers. For transfers of Personal Data subject to the GDPR, the SCCs (Module Two: Controller to Processor) are incorporated into this DPA by reference and deemed executed by the parties. For purposes of the SCCs: (a) Reel-Scout is the data importer and Customer is the data exporter; (b) Clause 9 Option 2 applies with 30 days' notice for Sub-processor changes; (c) Clause 11 optional language is deleted; (d) Irish law governs (Clause 17) with disputes resolved before Irish courts (Clause 18); and (e) Schedule 1 and Schedule 2 of this DPA satisfy Annexes I and II of the SCCs respectively.

5.3 UK Transfers. For transfers subject to the UK GDPR, the SCCs apply as set out in Section 5.2 above, as amended by the UK Addendum, which is incorporated into this DPA. In the event of conflict between the SCCs and the UK Addendum, the UK Addendum prevails.

5.4 Alternative Mechanisms. If Reel-Scout adopts an alternative transfer mechanism recognized under applicable Data Protection Laws, that mechanism will apply automatically to the extent it provides equivalent protection.

6. CCPA

To the extent Customer is a "business" and discloses Personal Data subject to the CCPA to Reel-Scout, Reel-Scout acts as a "service provider." Reel-Scout will not: (a) sell or share such Personal Data; (b) retain, use, or disclose such Personal Data outside the direct business relationship with Customer; or (c) combine such Personal Data with data from other sources except as permitted by the CCPA. Reel-Scout will notify Customer if it determines it can no longer meet its obligations under the CCPA. Customer has the right to take reasonable steps to stop and remediate any unauthorized use of Personal Data by Reel-Scout.

7. Liability

Any claims arising under this DPA are subject to the limitations and exclusions of liability set out in the Agreement. References in the Agreement to a party's liability include all claims under and in connection with this DPA. Nothing in this Section limits either party's liability to Data Subjects or supervisory authorities under applicable Data Protection Laws.

8. General

8.1 Conflicts. In the event of a conflict between this DPA and the Agreement, this DPA controls with respect to data protection matters. Where the SCCs or UK Addendum conflict with any other provision of this DPA or the Agreement, the SCCs or UK Addendum prevail.

8.2 Amendments. Reel-Scout may update this DPA to reflect changes in Data Protection Laws, provided that Reel-Scout gives Customer at least 30 days' prior written notice. Continued use of the Services after the effective date constitutes acceptance. Material changes that reduce Customer's rights under this DPA require Customer's written consent.

8.3 Severability. If any provision of this DPA is held invalid or unenforceable, the remaining provisions remain in full force.

8.4 Governing Law. This DPA is governed by the laws of North Carolina, subject to the mandatory requirements of applicable EU and UK Data Protection Laws and the terms of the SCCs and UK Addendum where applicable.

8.5 Regulatory Disclosure. Either party may disclose the SCCs, the UK Addendum, and any privacy-related terms of the Agreement to a supervisory authority on request.

8.6 Entire Agreement. This DPA, together with the Agreement and the Schedules below, constitutes the entire agreement between the parties with respect to the processing of Personal Data and supersedes all prior agreements on that subject.

SCHEDULE 1: DESCRIPTION OF PROCESSING ACTIVITIES

This Schedule forms part of the DPA and, where the SCCs apply, satisfies Annex I thereof.

Field	Detail
Data exporter (Controller)	Customer – the entity identified in the Agreement.
Data importer (Processor)	Reel-Scout, Inc., 1900 Abbott Street, Suite 100, Charlotte, NC 28203. Contact: privacy@reel-scout.com
Subject matter	Provision of the Reel-Scout SaaS platform for film location scouting and production management.
Nature of processing	Storage, retrieval, display, transmission, and deletion of Personal Data as directed by Customer through the Services.
Purpose	To enable Customer to manage film locations, production data, and related workflows through the Reel-Scout platform.
Categories of personal data	As uploaded or entered by Customer, which may include: names, job titles, professional contact details (email, phone, address), location data, and any other data Customer chooses to store in the Services.
Special categories	Reel-Scout does not knowingly process special categories of personal data. Customer shall not submit special category data (as defined in Art. 9 GDPR) to the Services without a separate written agreement.
Categories of data subjects	Customer's employees, contractors, clients, location contacts, and other individuals whose data Customer uploads to the Services.
Frequency	Continuous, for the duration of the Agreement.
Duration	For the term of the Agreement, plus any legally required retention period or until Reel-Scout completes return/deletion per Section 3.8.
Sub-processors	Current list available upon request at privacy@reel-scout.com .
Competent supervisory authority	Determined by Customer's location. For EEA: the supervisory authority of Customer's EU member state. For UK: the Information Commissioner's Office (ICO).

SCHEDULE 2: TECHNICAL AND ORGANIZATIONAL SECURITY MEASURES

This Schedule forms part of the DPA and, where the SCCs apply, satisfies Annex II thereof. Reel-Scout implements and maintains the following measures:

Area	Measures in Place
Access control	Role-based access; unique accounts; multi-factor authentication for administrative access; access logs; prompt revocation upon role change or departure.
Encryption	Data encrypted at rest (AES-256 or equivalent); data encrypted in transit (TLS 1.2 or higher).
Network security	Firewalls and intrusion detection/prevention; regular vulnerability scanning and patch management; segregation of production and non-production environments.
Physical security	Hosting via third-party cloud infrastructure providers with appropriate physical security certifications (see Schedule 3). Reel-Scout office access is restricted to authorized personnel.
Personnel	Annual security awareness training; confidentiality obligations for all personnel with access to Personal Data.
Incident response	Documented breach response and notification procedure; annual review of the procedure.
Backup & recovery	Regular automated backups; documented recovery time and recovery point objectives.
Audit logging	System access and activity logs retained for a minimum of 12 months.
Vendor management	Sub-processors assessed for security posture before engagement; contractual security obligations imposed on all Sub-processors.

Reel-Scout will notify Customer in writing before implementing any material reduction to the above measures.

— END OF DATA PROCESSING ADDENDUM —