

Data Processing Policy

Surfsight Version

This policy sets out the retention period for data Optix Australasia Pty Ltd ACN 113 677 473 ('**Company**') collects and stores from the Customer in connection with the Surfsight Hardware & Services Agreement ('the **Agreement**') and how that data is used.

The Privacy Policy sets out how the Company handles Personal Information.

Both policies form part of the terms of the Agreement.

Capitalised terms not defined in this policy have the meaning given to those terms in the Agreement.

1. Video Retention Policy

- 1.1 The Customer acknowledges that the Customer Data set out below will only be available for access via the Software as follows:

Type of Customer Data	Time available via Software
Non-video data (Metadata)	30 days from the date of creation of the Metadata
Video and/or audio recording data (Recordings)	30 days from the date of creation of the Recording

- 1.2 After 30 days, the Metadata and Recordings will no longer be available.
- 1.3 The Customer is responsible for storing its own copies of Customer Data and developing its own data retention policies.

2. Data Volume Policy

- 1.1 A data volume limit applies of 500MB per unit per month. For every 10MB or part thereof in excess of the 500MB monthly limit, charges will apply (currently \$2.00 per 10MB or part thereof).
- 1.2 Excess data charges are subject to change.