Changelog

| change | version |
| --- | --- |
| 1.1 | Fields and text marked in yellow, indicates where the data controller may add information |
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**Standard Contractual Clauses**

For the purposes of Article 28(3) of Regulation 2016/679 (the GDPR)

Between

CVR

(the data controller)

and

Preely by TestLab ApS

CVR: 36956984

Vestergade 16, 3.

1456 København K

Denmark

(the data processor)

each a ‘party’; together ‘the parties’

HAVE AGREED on the following Contractual Clauses (the Clauses) in order to meet the requirements of the GDPR and to ensure the protection of the rights of the data subject.

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# Preamble

1. These Contractual Clauses (the Clauses) set out the rights and obligations of the data controller and the data processor, when processing personal data on behalf of the data controller.
2. The Clauses have been designed to ensure the parties’ compliance with Article 28(3) of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).
3. In the context of the provision of use of Preely Platform, the data processor will process personal data on behalf of the data controller in accordance with the Clauses.
4. The Clauses shall take priority over any similar provisions contained in other agreements between the parties.
5. Four appendices are attached to the Clauses and form an integral part of the Clauses.
6. Appendix A contains details about the processing of personal data, including the purpose and nature of the processing, type of personal data, categories of data subject and duration of the processing.
7. Appendix B contains the data controller’s conditions for the data processor’s use of sub-processors and a list of sub-processors authorised by the data controller.
8. Appendix C contains the data controller’s instructions with regards to the processing of personal data, the security measures that is implemented by the data processor and how audits of the data processor and any sub-processors are to be performed.
9. Appendix D contains provisions for other activities which are not covered by the Clauses.
10. The Clauses along with appendices shall be retained in writing, including electronically, by both parties.
11. The Clauses shall not exempt the data processor from obligations to which the data processor is subject pursuant to the General Data Protection Regulation (the GDPR) or other legislation.

# The rights and obligations of the data controller

1. The data controller is responsible for ensuring that the processing of personal data takes place in compliance with the GDPR (see Article 24 GDPR), the applicable EU or Member State[[1]](#footnote-1) data protection provisions and the Clauses.
2. The data controller has the right and obligation to make decisions about the purposes and means of the processing of personal data.
3. The data controller shall be responsible, among other, for ensuring that the processing of personal data, which the data processor is instructed to perform, has a legal basis.

# The data processor acts according to instructions

1. The data processor shall process personal data only on documented instructions from the data controller, unless required to do so by Union or Member State law to which the processor is subject. Such instructions shall be specified in appendices A and C. Subsequent instructions can also be given by the data controller throughout the duration of the processing of personal data, but such instructions shall always be documented and kept in writing, including electronically, in connection with the Clauses.
2. The data processor shall immediately inform the data controller if instructions given by the data controller, in the opinion of the data processor, contravene the GDPR or the applicable EU or Member State data protection provisions.

# Confidentiality

1. The data processor shall only grant access to the personal data being processed on behalf of the data controller to persons under the data processor’s authority who have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality and only on a need to know basis. The list of persons to whom access has been granted shall be kept under periodic review. On the basis of this review, such access to personal data can be withdrawn, if access is no longer necessary, and personal data shall consequently not be accessible anymore to those persons.
2. The data processor shall at the request of the data controller demonstrate that the concerned persons under the data processor’s authority are subject to the abovementioned confidentiality.

# Security of processing

1. Article 32 GDPR stipulates that, 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 of varying likelihood and severity for the rights and freedoms of natural persons, the data controller and data processor shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.

The data controller shall evaluate the risks to the rights and freedoms of natural persons inherent in the processing and implement measures to mitigate those risks. Depending on their relevance, the measures may include the following:

1. Pseudonymisation and encryption of personal data;
2. the ability to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;
3. the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
4. a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.
5. According to Article 32 GDPR, the data processor shall also – independently from the data controller – evaluate the risks to the rights and freedoms of natural persons inherent in the processing and implement measures to mitigate those risks. To this effect, the data controller shall provide the data processor with all information necessary to identify and evaluate such risks.
6. Furthermore, the data processor shall assist the data controller in ensuring compliance with the data controller’s obligations pursuant to Articles 32 GDPR, by *inter alia* providing the data controller with information concerning the technical and organisational measures already implemented by the data processor pursuant to Article 32 GDPR along with all other information necessary for the data controller to comply with the data controller’s obligation under Article 32 GDPR.

If subsequently – in the assessment of the data controller – mitigation of the identified risks require further measures to be implemented by the data processor, than those already implemented by the data processor pursuant to Article 32 GDPR, the data controller shall specify these additional measures to be implemented in Appendix C.

# Use of sub-processors

1. The data processor shall meet the requirements specified in Article 28(2) and (4) GDPR in order to engage another processor (a sub-processor).
2. The data processor shall therefore not engage another processor (sub-processor) for the fulfilment of the Clauses without the prior general written authorisation of the data controller.
3. The data processor has the data controller’s general authorisation for the engagement of sub-processors. The data processor shall inform in writing the data controller of any intended changes concerning the addition or replacement of sub-processors at least one month in advance, thereby giving the data controller the opportunity to object to such changes prior to the engagement of the concerned sub-processor(s). Longer time periods of prior notice for specific sub-processing services can be provided in Appendix B. The list of sub-processors already authorised by the data controller can be found in Appendix B.
4. Where the data processor engages a sub-processor for carrying out specific processing activities on behalf of the data controller, the same data protection obligations as set out in the Clauses shall be imposed on that sub-processor by way of a contract or other legal act under EU or Member State law, in particular providing sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of the Clauses and the GDPR.

The data processor shall therefore be responsible for requiring that the sub-processor at least complies with the obligations to which the data processor is subject pursuant to the Clauses and the GDPR.

1. A copy of such a sub-processor agreement and subsequent amendments shall – at the data controller’s request – be submitted to the data controller, thereby giving the data controller the opportunity to ensure that the same data protection obligations as set out in the Clauses are imposed on the sub-processor. Clauses on business related issues that do not affect the legal data protection content of the sub-processor agreement, shall not require submission to the data controller.
2. The data processor shall agree a third-party beneficiary clause with the sub-processor where – in the event of bankruptcy of the data processor – the data controller shall be a third-party beneficiary to the sub-processor agreement and shall have the right to enforce the agreement against the sub-processor engaged by the data processor, e.g. enabling the data controller to instruct the sub-processor to delete or return the personal data.
3. If the sub-processor does not fulfil his data protection obligations, the data processor shall remain fully liable to the data controller as regards the fulfilment of the obligations of the sub-processor. This does not affect the rights of the data subjects under the GDPR – in particular those foreseen in Articles 79 and 82 GDPR – against the data controller and the data processor, including the sub-processor.

# Transfer of data to third countries or international organisations

1. Any transfer of personal data to third countries or international organisations by the data processor shall only occur on the basis of documented instructions from the data controller and shall always take place in compliance with Chapter V GDPR.
2. In case transfers to third countries or international organisations, which the data processor has not been instructed to perform by the data controller, is required under EU or Member State law to which the data processor is subject, the data processor shall inform the data controller of that legal requirement prior to processing unless that law prohibits such information on important grounds of public interest.
3. Without documented instructions from the data controller, the data processor therefore cannot within the framework of the Clauses:
   1. transfer personal data to a data controller or a data processor in a third country or in an international organization
   2. transfer the processing of personal data to a sub-processor in a third country
   3. have the personal data processed in by the data processor in a third country
4. The data controller’s instructions regarding the transfer of personal data to a third country including, if applicable, the transfer tool under Chapter V GDPR on which they are based, shall be set out in Appendix C.6.
5. The Clauses shall not be confused with standard data protection clauses within the meaning of Article 46(2)(c) and (d) GDPR, and the Clauses cannot be relied upon by the parties as a transfer tool under Chapter V GDPR.

# Assistance to the data controller

1. Taking into account the nature of the processing, the data processor shall assist the data controller by appropriate technical and organisational measures, insofar as this is possible, in the fulfilment of the data controller’s obligations to respond to requests for exercising the data subject’s rights laid down in Chapter III GDPR.

This entails that the data processor shall, insofar as this is possible, assist the data controller in the data controller’s compliance with:

* 1. the right to be informed when collecting personal data from the data subject
  2. the right to be informed when personal data have not been obtained from the data subject
  3. the right of access by the data subject
  4. the right to rectification
  5. the right to erasure (‘the right to be forgotten’)
  6. the right to restriction of processing
  7. notification obligation regarding rectification or erasure of personal data or restriction of processing
  8. the right to data portability
  9. the right to object
  10. the right not to be subject to a decision based solely on automated processing, including profiling

1. In addition to the data processor’s obligation to assist the data controller pursuant to Clause 6.3., the data processor shall furthermore, taking into account the nature of the processing and the information available to the data processor, assist the data controller in ensuring compliance with:
   1. The data controller’s obligation to without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the competent supervisory authority, Datatilsynet, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons;
   2. the data controller’s obligation to without undue delay communicate the personal data breach to the data subject, when the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons;
   3. the data controller’s obligation to carry out an assessment of the impact of the envisaged processing operations on the protection of personal data (a data protection impact assessment);
   4. the data controller’s obligation to consult the competent supervisory authority, Datatilsynet, prior to processing where a data protection impact assessment indicates that the processing would result in a high risk in the absence of measures taken by the data controller to mitigate the risk.
2. The parties shall define in Appendix C the appropriate technical and organisational measures by which the data processor is required to assist the data controller as well as the scope and the extent of the assistance required. This applies to the obligations foreseen in Clause 9.1. and 9.2.

# Notification of personal data breach

1. In case of any personal data breach, the data processor shall, without undue delay after having become aware of it, notify the data controller of the personal data breach.
2. The data processor’s notification to the data controller shall, if possible, take place within 72 hours after the data processor has become aware of the personal data breach to enable the data controller to comply with the data controller’s obligation to notify the personal data breach to the competent supervisory authority, cf. Article 33 GDPR.
3. In accordance with Clause 9(2)(a), the data processor shall assist the data controller in notifying the personal data breach to the competent supervisory authority, meaning that the data processor is required to assist in obtaining the information listed below which, pursuant to Article 33(3)GDPR, shall be stated in the data controller’s notification to the competent supervisory authority:
   1. The nature of the personal data including where possible, the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
   2. the likely consequences of the personal data breach;
   3. the measures taken or proposed to be taken by the controller to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.
4. The parties shall define in Appendix C all the elements to be provided by the data processor when assisting the data controller in the notification of a personal data breach to the competent supervisory authority.

# Erasure and return of data

1. On termination of the provision of personal data processing services, the data controller has full access to download and delete all data in the Preely Platform. The data processor must upon request from the data controller, return all the personal data to the data controller and delete existing copies, unless Union or Member State law requires storage of the personal data.

# Audit and inspection

1. The data processor shall make available to the data controller all information necessary to demonstrate compliance with the obligations laid down in Article 28 and the Clauses and allow for and contribute to audits, including inspections, conducted by the data controller or another auditor mandated by the data controller.
2. Procedures applicable to the data controller’s audits, including inspections, of the data processor and sub-processors are specified in appendices C.7. and C.8.
3. The data processor shall be required to provide the supervisory authorities, which pursuant to applicable legislation have access to the data controller’s and data processor’s facilities, or representatives acting on behalf of such supervisory authorities, with access to the data processor’s physical facilities on presentation of appropriate identification.

# The parties’ agreement on other terms

1. The parties may agree other clauses concerning the provision of the personal data processing service specifying e.g. liability, as long as they do not contradict directly or indirectly the Clauses or prejudice the fundamental rights or freedoms of the data subject and the protection afforded by the GDPR.

# Commencement and termination

1. The Clauses shall become effective on the date of both parties’ signature.
2. Both parties shall be entitled to require the Clauses renegotiated if changes to the law or inexpediency of the Clauses should give rise to such renegotiation.
3. The Clauses shall apply for the duration of the provision of personal data processing services. For the duration of the provision of personal data processing services, the Clauses cannot be terminated unless other Clauses governing the provision of personal data processing services have been agreed between the parties.
4. If the provision of personal data processing services is terminated, and the personal data is deleted or returned to the data controller pursuant to Clause 11.1. and Appendix C.4., the Clauses may be terminated by written notice by either party.
5. Signature

On behalf of the data controller

Name

Position

Date

Signature

On behalf of the data processor

Name Claus Venlov

Position CEO

Date

Signature

# Data controller and data processor contacts/contact points

1. The parties may contact each other using the following contacts/contact points:
2. The parties shall be under obligation continuously to inform each other of changes to contacts/contact points.

Name

Position

Telephone

E-mail

Name Claus Venlov

Position CEO

Telephone +45 31611446

E-mail claus@preely.com

# Appendix A Information about the processing

**A.1. The purpose of the data processor’s processing of personal data on behalf of the data controller is:**

The Processor shall only process Personal Data under this DPA for the purpose of providing the service/products according to the Agreement.

The purpose is for the data controller to use the system, Preely, to compile, distribute and collect data based on event-based user tests. The data controller creates user tests that can be performed by the data controller’s participants in the Preely system or others who perform tests in the system. The data controller can then analyze the result of a user test.

The Controller can manage test participants recruited for their exclusive Test Panel.

**A.2. The data processor’s processing of personal data on behalf of the data controller shall mainly pertain to (the nature of the processing):**

The processing of personal data involves the data processor making the system, Preely, available to the data controller, and in this connection, personal data will be processed below by:

* That personal information is stored in the Preely system
* Data from the user test is stored in Preely and from there the data controller can access this data.

**A.3. The processing includes the following types of personal data about data subjects:**

[DESCRIBE THE TYPE OF PERSONAL DATA BEING PROCESSED].

[FOR EXAMPLE]

*“Name, e-mail address, telephone number, address, national identification number, payment details, membership number, type of membership, attendance at fitness centre and registration for specific fitness classes.”*

[NOTE: DESCRIPTION SHOULD BE MADE IN THE MOST DETAILED POSSIBLE MANNER AND, IN ANY CIRCUMSTANCE, THE TYPES OF PERSONAL DATA MUST BE SPECIFIED FURTHER THAN MERELY “PERSONAL DATA AS DEFINED IN ARTICLE 4(1) GDPR” OR STATING WHICH CATEGORY (“ARTICLE 6, 9 OG 10 GDPR”) OF PERSONAL DATA IS SUBJECT TO PROCESSING.]

**A.4. Processing includes the following categories of data subject:**

[DESCRIBE CATEGORY OF DATA SUBJECT].

**A.5. The data processor’s processing of personal data on behalf of the data controller may be performed when the Clauses commence. Processing has the following duration:**

[DESCRIBE THE DURATION OF THE PROCESSING].

# 

# Appendix B Authorised sub-processors



**B.1. Approved sub-processors**

On commencement of the Clauses, the data controller authorises the engagement of the following sub-processors:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company name\*** | **Company address, registration no. and country of incorporation** | **Approved Service locations** | **Processing of Personal Data** | **Scope and purpose of Processing** | **Categories of Personal Data** | **Legal basis for cross border transfer of Personal Data** |
| **Amazon Web Services** | One Burlington Plaza, Burlington Road, Dublin 4, Ireland | Amazon AWS South Dublin Data Center is located at Greenhills Road, Tymon North, Dublin, Ireland. | Yes | Hosting | Employee :   * Name * Work Email   Participants:   * Data given during recruitment * Answers given while participating in a test | All data hosted and processed within EU. |
| **Mailjet** | 4, rue Juels Lefebvre  75009 Paris, France | Data is stored in secure data centers located exclusively in the European Union, with Google Cloud Platform in Frankfurt (Germany) and St. Ghislain (Belgium) | Yes | Email sending service | Employee :   * Name * Work Email | All data hosted and processed within EU. |

The data controller shall on the commencement of the Clauses authorise the use of the above mentioned sub-processors for the processing described for that party. The data processor shall not be entitled – without the data controller’s explicit written authorisation – to engage a sub-processor for a ‘different’ processing than the one which has been agreed upon or have another sub-processor perform the described processing.

**B.2. Prior notice for the authorisation of sub-processors**

One month

# Appendix C Instruction pertaining to the use of personal data

**C.1. The subject of/instruction for the processing**

The data processor’s processing of personal data on behalf of the data controller shall be carried out by the data processor performing the following:

Enable the data controller to use the system, Preely, to compile, distribute, collect, and store data based on event-based user tests. The data controller creates user tests that can be performed by the data controller’s participants in the Preely system or others who perform tests in the system. The data controller can then analyze the result of a user test.

**C.2. Security of processing**

The level of security is described below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Category of Measures** | **Description of Category** | **Technical Measures** | **Organisational Measures** |
| 1 | Encryption  (Art. 32 (1) a) GDPR) | Cryptographic measures to ensure that information is hashed when transferred internally or externally and can only become readable again by using the correct encryption key. | Encryption of the company website (“data in motion”) |  |
| Encryption of data carriers on laptops/notebooks and mobile data carriers ("data at rest”) |
| 2 | Confidentiality – data access control  (Art. 32 (1) b) GDPR) | Measures to prevent data Processing systems from being used without authorisation. | Authentication with username /password, and/or biometric methods | Allocate user rights, defining user profiles, assignment passwords, and assign user profiles to IT-systems |
| Locked housings / security locks | Immediate blocking of authorization when employees leave the company |
| Password protected screensavers and automated screen locking in case of inactivity, and two-factor user authentication |
| Implementation of virtual networks for the separation of data streams |
| 3 | Confidentiality – data usage control  (Art. 32 (1) b) GDPR) | Measures to ensure that persons entitled to use a data Processing system have access only to the data to which they have a right of access, and that personal data cannot be read, copied, altered or removed without authorisation in the course of Processing or use and after storage. | Use of document shredders or appropriate service providers and physical deletion of data mediums before reuse | Development of an authorization concept (Differentiated authorizations for read, edit or delete data) and password procedures (incl. special characters, minimum length, change of password) |
| Assignment of rights by system administrator |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4 | Confidentiality – transmission control  (Art. 32 (1) b) GDPR) | Measures to ensure that personal data cannot be read, copied, altered or removed during electronic transmission or transport or storage onto data carriers, and that it is possible to check and establish to which bodies the transfer of personal data by means of data transmission facilities is envisaged. | Documentation of all interfaces | Documentation of recipients of data and the time periods of planned surrender or agreed erasure time limits |
| 5 | Confidentiality – separation control (  Art. 32 (1) b) GDPR) | Measures to ensure that data collected for different purposes can be processed separately. | Segregation of functions (production/testing) | Development of an authorization concept |
| Separated databases and separate tables within database | Logical client separation |
| 6 | Integrity – input control  (Art. 32 (1) b) GDPR) | Full documentation of data management and maintenance must be maintained - to ensure the ongoing integrity of data. Measures for subsequent checking whether data has been entered, changed or removed (deleted), and by whom. | No local admin privileges | Assignment of authorisations for input |
| Alteration and erasure of data on the basis of an authorisation concept |
| 7 | Availability – availability control  (Art. 32 (1) b) GDPR) | Measures to ensure that personal data is protected from accidental destruction or loss. | All systems are hosted in the cloud at an SOC 1/2/3 and ISO certified provider. | Granular access control to cloud administration interfaces. |
| 8 | Availability – job control  (Art. 32 (1) b) GDPR) | Measures to ensure that, in the case of commissioned Processing of personal data, the data is processed only in accordance with the instructions of the Controller. |  | Selection of the Processor giving consideration to diligence aspects (in particular with respect to data security) |
| Contractual penalties for breaches |
| Written instructions to the Processor (e.g. Data Processing Agreement) as defined in Art. 28 (2) GDPR |
| Processor has appointed a Data Protection Officer |
| Efficient rights of control agreed with the Processor |
| Putting the Processor's employees under an obligation of data confidentiality (Art. 28 Abs. 3 lit. b GDPR) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Assurance of deletion of the data at the end of the provision of services, continuous control of the Processor and its activities |
| Use of Subcontractors requires the Controller's consent and prior verification and documentation of the security measures taken by the Processor |
| 9 | Resilience  (Art. 32 (1) b) GDPR) | Measures to ensure the resilience of the systems and services that guarantee that the systems and services are designed in such a way that even high peak loads and high continuous loads of Processing can be handled. |  | Testing of storage, access and line capacities |
| 10 | Restoration of availability  (Art. 32 (1) c) GDPR) | Measures to ensure that availability of and access to the data can be restored in a timely manner in the event of a physical or technical incident. | Redundant design of the infrastructure (of hard disks, e.g. RAID) | Backup concept |
|  | Testing of data restoration |
| Cloud Service |
| 11 | Data protection management  (Art. 32 (1) d) GDPR) | Measures to ensure a process for regularly testing, assessing and evaluating the effectiveness of the technical and organisational measures for ensuring the security of the Processing. |  | Checking of the DSB and the IT revision |

**C.3. Assistance to the data controller**

The data processor shall insofar as this is possible – within the scope and the extent of the assistance specified below – assist the data controller in accordance with Clause 9.1. and 9.2. by implementing the following technical and organisational measures, in addition to what is described in C.2:

[DESCRIBE THE SCOPE AND THE EXTENT OF THE ASSISTANCE TO BE PROVIDED BY THE DATA PROCESSOR OR WRITE “NONE”]

[DESCRIBE THE SPECIFIC TECHNICAL AND ORGANISATIONAL MEASURES TO BE TAKEN BY THE DATA PROCESSOR TO PROVIDE ASSISTANCE TO THE DATA CONTROLLER OR WRITE “NONE”]]

**C.4. Storage period/erasure procedures**

The data controller is in direct control of deleting data based on user tests. The data processor deletes data in backups and logs.

The data controller ensures that data based on user tests is deleted. The manual deletion performed by the data controller is logged in a separate system by the data processor to ensure that the deleted data is not recovered by reloading the backup.

The data processor performs daily backup of data, and each backup has a lifespan of 7 days, after which it is automatically deleted. Data from logs is automatically deleted every 30 days. Deletion is logged in a separate system, to ensure that deleted data is not recovered when reloading the backup.

On the first Wednesday of each month, settings for automatic deletion of backup data are checked. Furthermore, the deleted data log is checked that the data has been deleted and that it has not been recovered from backup.

**C.5. Processing location**

Processing of the personal data under the Clauses cannot be performed at other locations than the following without the data controller’s prior written authorisation:

Preely: Vestergade 16, 3 sal, 1456 København K

**C.6. Instruction on the transfer of personal data to third countries**

Data should not be transferred to third countries

**C.7. Procedures for the data controller’s audits, including inspections, of the processing of personal data being performed by the data processor**

The data controller or a representative of the data controller has access to carry out inspections, including physical inspections, with the locations from which the data processor processes personal data, including physical locations and systems used for or in connection with the processing. Such inspections may be carried out when the data controller deems it necessary.

The data controller’s costs, if applicable, relating to physical inspection shall be defrayed by the data controller. The data processor shall, however, be under obligation to set aside the resources (mainly time) required for the data controller to be able to perform the inspection.

**C.8. [IF APPLICABLE] Procedures for audits, including inspections, of the processing of personal data being performed by sub-processors**

Not applicable

# Appendix D The parties’ terms of agreement on other subjects

1. References to ”Member States” made throughout the Clauses shall be understood as references to “EEA Member States”. [↑](#footnote-ref-1)