



yfy® – Data Processing Addendum (DPA) & Trial Terms Sheet

Document Version: 1.0

Effective Date: 15th Aug 2025

1. Scope

This DPA and Trial Terms Sheet (“Agreement”) governs the handling of Client Data during the YFY® free trial program and, where applicable, paid subscriptions. It applies to the first 10 eligible companies each month, for a trial period of 3 months from onboarding date.

2. Eligibility

- Companies must have 100+ - 200 employees – for 3 months free.
- Companies must have 201 - 400 employees – for 4 months free.
- Companies must have 400+ employees – for free until end of current FY.
- Limited to first 10 eligible sign-ups per month.
- Applicable to new customers only.

3. Trial Terms

- Duration: 3 months from onboarding completion.
- Cost: No software licensing or onboarding fees during the trial.
- Extension: Optional 14-day trial extension if requested before trial expiry.
- Post-Trial: Client may opt into paid subscription or request data deletion.

4. Data Processing & Security

1. Purpose: yfy® will process client HR, payroll, and related employee data solely for the purpose of providing trial services.
2. Data Storage: All data is stored securely on Vultr Bangalore Region in encrypted form.
3. Access Control: Restricted to authorized personnel with signed confidentiality agreements.
4. Backups: Regular backups maintained for service continuity; retained for maximum 30 days after trial end unless otherwise requested.
5. Security Measures: Single Sign On (SSO), encryption in transit (TLS 1.2+), intrusion detection.

5. Data Deletion Policy

- Upon Trial End Without Subscription: All client data will be securely deleted within 30 days.
- Immediate Deletion on Request: Client may request deletion anytime during the trial; confirmation provided within 5 working days.
- Deletion Method: Certified erasure procedures ensuring data cannot be reconstructed.

6. Client Responsibilities

- Provide accurate and lawful data.
- Ensure necessary employee consents are obtained before sharing data with YFY®.
- Use trial services in compliance with applicable laws, including data protection laws of India.

7. Optional Paid Transition

- Clients converting to paid subscription will have their trial data migrated seamlessly without interruption.
- Continued compliance with this DPA will apply.

8. Governing Law & Jurisdiction

This Agreement shall be governed by the laws of India, with exclusive jurisdiction in the courts of Hyderabad, Telangana.

<i>YFY® (Service Provider)</i>	<i>Client (Data Controller)</i>
<i>Name:</i>	<i>Name:</i>
<i>Designation:</i>	<i>Designation:</i>
<i>Date:</i>	<i>Date:</i>
<i>Signature:</i>	<i>Signature:</i>