# LexisNexis® Academic Subscriber License Agreement

This Agreement ("Agreement") is entered into by and between LexisNexis Canada Inc., an Ontario corporation with offices at 111 Gordon Baker Road, Suite 900, Toronto, Ontario, M2H 3R1, Canada ("LNC"), and the consortium ("Consortium") listed below acting on behalf of its member institutions, (each, "Subscribing Institution").

- Council of Pacific and Prairie University Libraries Room 219 Koerner Library University of Vancouver, British Columbia, V6T 1Z2 (COPPUL),
- Ontario Council of University Libraries, 130 St. George Street, Toronto, Ontario, MSS IAS (OCUL).
- The Council of Atlantic University Libraries/ le Conseil des bibliotheques universitaires de l'Atlantique, 84 Chain Lake Drive, Suite 402 Halifax, Nova Scotia, B4S 1A2 (CAUL-CBUA),
- The Alberta Library# 700, 10707 100 Avenue NW Edmonton, Alberta, T5J 3MI (TAL),
- BC Electronic Library Network WAC Bennett Library, Room 7600, Simon Fraser University, 8888 University Drive, Burnaby, BC, V5A 1S6 (BCELN)
- Bureau de cooperation interuniversitaire (BCI) 500, rue Sherbrooke Ouest, bureau 200, Montreal, QC H3A 3C6

Each Consortium is authorized to act for and sign this Agreement on behalf of its Subscribing Institution. Each Consortium and Subscribing Institution is responsible only for fulfillment of its individual responsibilities under this Agreement. No Consortium or Subscribing Institution shall be liable for any breach or default of another Consortium or Subscribing Institution.

# DEFINITION OF TERMS

Services:	LexisNexis Quicklaw and LexisNexis academic web-based, subscription servicesfor academic institutions, public library systems, and other libraries, including all such services currently offered under this Agreement and any which may be offered under this Agreement in the future.
Subscription:	Access to and use of the Services by a Subscribing Institution in accordance with the terms of this Agreement.
Materials:	All documents, bibliographic records, images, computer files, and other materials accessed through the Services.

Authorized Users:	The following types of users are considered Authorized Users, permitted to use the Service in accordance with the terms and conditions of this Agreement
	Higher Education Institutions: Enrolled students, active instructors, active faculty, library staff and administrative staff. In addition, unaffiliated walk-in library patrons may be Authorized Users provided that they are using the Services on-site at the Subscribing Institution's library and all use of the Services is occasional and insubstantial, initiated by the patron, consistent with their use of other library resources, and not deemed by LNC to be detrimental to the interests of the LNC or its content providers. Any person, other than an Authorized Walk-In User, who does not possess an authorized and valid college oruniversity identification, is not an Authorized User.
	<b>Primary and Secondary Education Institutions:</b> Enrolled students, and current teaching and administrative staff.
	Public Library Systems: Staff of the library system, registered patrons of the library, library patrons using the Services on-site at the library.
Subscription Period:	Each shall be 12 months, as described in Section 1 below.
Usage Data	Usage statistics covering the online usage of the Services by the Authorized Users.

#### 1. SCOPE, TERM, AND TERMINATION

This Agreement governs all Services currently or in the future licensed to SubscribingInstitution under this Agreement.

The Services to be provided under this Agreement will be at the rates set out in the **ATTACHED SPREADSHEET** and are per Subscription Period. Not less than 60 days prior to the end of each Subscription Period, the Consortium, on behalf of the Subscribing Institution, will certify to the current number of full-time equivalent (FTE) or other institution characteristics and the price may change for the next Subscription Period upon 30 days written notice provided by LNC to the Consortium.

This Agreement shall commence on the Effective Date and will continue until terminated by either party (a) immediately upon written notice to the breaching party if any materials breach remains uncured for more than 30 days after the breaching party received written notice identifying the specific breach, or (b) for convenience on the last day of a Subscription Period upon 30 days prior written notice to the other party.

# 2. CONDITIONS OF USE OF THE SERVICES

The Subscribing Institution agrees to abide by the terms and conditions contained herein for access to and use of the Services to which it currently subscribes and any Services it may subscribe to in the future regardless of whether the Subscription is licensed directly by the Subscribing Institution or by another entity, such as a Consortium, acting on its behalf.

The Agreement must be signed by the Consortium acting on behalf of the Subscribing Institution, before gaining access to or use of the Services. Access to the Services will not be granted until the Agreement is signed.

#### 3. GRANT

LNC hereby grants to the Subscribing Institution and its Authorized Users a non-exclusive, nontransferable, limited license to access and use for educational and research purposes the Services licensed to the Subscribing Institution by means of a Purchase Order, submitted by the Consortium

acting on its behalf. All use of the Materials shall be for the purposes of private study, research, education, distance learning, teaching, and administrative use associated with the normal practices and activities of the Subscribing Institution and consistent with the fair dealing doctrine and exceptions for educational institutions and libraries permitted under the Copyright Act of Canada. Any other use of the Services is STRICTLY PROHIBITED. The Services and any portion thereof shall remain the property of LNC. Neither the Subscribing Institution nor its Authorized Users shall, or allow others to, create derivative products for resale. This license includes for each Authorized User:

- a) The right to electronically display Materials to no more than one person at a time (no dissemination or redistribution via electronic bulletin boards, e-mail distribution lists, intranets, the Internet or similar electronic medium), subject to the Supplemental Terms for Specific Materials found here <a href="https://www.lexisnexis.com/en-us/terms/supplemental.page">https://www.lexisnexis.com/en-us/terms/supplemental.page</a> and incorporated hereto by reference as Schedule 1, which may be amended from time to time. This does not limit the number of simultaneous users who may access the Services at the same time. However, Authorized Users may display a portion of the Materials at any one time (i.e., cannot display all Materials contained in the Services at one time) to multiple parties for purposes of training and classroom instruction only. For clarity, a portion of the Materials may be used in electronic reserves and virtual learning environments hosted on a Secure Network (only accessible to individual Authorized Users by Secure Authentication), subject to the Supplemental Terms for Specific Materials.
- b) The right to download an insubstantial number of documents retrieved from the Services and store them in machine-readable form, primarily for one person's exclusive use (the Authorized User who downloaded the Materials), to the extent such storage is not further limited or prohibited by the Supplemental Terms for Specific Materials; and
- c) The right to print documents retrieved from the Services.
- d) Materials may be altered or modified as necessary to provide an equivalent level of service to Authorized Users with appropriately documented print or other disabilities.
- e) The Licensed Material may be used as a source for interlibrary loan in accordance with Canadian copyright law and standard library interlibrary loan procedures.
- f) To the extent permitted by Canadian copyright law and not further limited or prohibited by the Supplemental Terms for Specific Materials, Authorized Users, may make copies of Materials retrieved from the Services and distribute such copies. Subscribing Institutions and Authorized Users may (a.) incorporate parts of the Materials in printed or electronic form in assignments, portfolios, theses, dissertations, teaching, conference presentations, and lectures, with appropriate credit; (b.) make full use, with appropriate credit, of the Materials in research and publications for personal, scholarly, educational, or professional use; and (c.) store a single copy of an individual document being part of the Materials, including within secure personal Bibliographic Reference Management Systems. For the avoidance of doubt, reproductions of portions of the Material for library deposit, such as in institutional repositories, and other non-commercial uses, with appropriate credit, are permitted. Also for the avoidance of doubt, none of these activities may be undertaken for Commercial Use.

LNC is responsible for displaying all copyright notices to Authorized Users before printing or downloading of the Materials can occur.

# 4. OWNERSHIP OF THE SERVICES

All right, title, and interest (including all copyrights and other intellectual property rights) in the Services (in both print and machine-readable forms) belong to LNC or its third party suppliers of Materials. The Subscribing Institution acquires no proprietary interest in the Services, Materials, or copies thereof.

Neither the Subscribing Institution nor its Authorized Users may use, or permit others to use, the

Services or Materials in any fashion that infringes the copyrights or proprietary interests therein. Authorized Users may not remove or obscure the copyright notice or other notices contained in the Materials.

#### 5. RESTRICTIONS

- (a) Authorized Users may not use the Materials to determine a consumer's eligibility for (a) credit or insurance for personal, family, or household purposes; (b) employment; or (c) a government license or benefit.
- (b) **Security.** Use of the Services for commercial purposes is strictly prohibited. Access to the Services shall not be shared with unauthorized users under any circumstances whatsoever. Any unauthorized access permitted by the Subscribing Institution or its Authorized Users is prohibited. The Subscribing Institution will use reasonable efforts to prevent unauthorized users from accessing or using the Services.
- (c) All access to and use of the Online Services via mechanical, programmatic, robotic, scripted or any other automated means is strictly prohibited. Use of the Services is permitted only via manually conducted, discrete, individual search and retrieval activities.
- (d) **Privacy.** LNC's ability to provide the Materials is regulated by privacy, data protection, and other laws in a variety of jurisdictions ("Data Laws") and by the licenses under which it obtains Materials ("Licenses"). LNC agrees to comply with all applicable Canadian privacy laws such as the Freedom of Information and Protection of Privacy Act and the Act respecting Access to documents held by public bodies and the Protection of personal information (RLRQ, Chapter A-2.1). Subscribing Institution and any Authorized User acknowledge and agree that information provided to LNC during account registration or otherwise may be stored and processed outside of Canada where LNC affiliates and service providers maintain services and facilities, for the purposes of supporting the customer relationship with LNC and in accordance with LNC's privacy policy, which is available at https://www.lexisnexis.com/global/privacy/en/privacy-policy-ca.page ("LexisNexis Canada Privacy Policy"). LNC takes steps, including through contracts, intended to ensure the information continues to be protected wherever it is located in a manner consistent with the standards of protection required under Canadian law. Subscribing Institution agrees to comply with all applicable laws and regulations in supplying any personal data/information to LNC, including providing any required notices and obtaining any required consents, permissions and authorizations for LNC processing such personal data. If and to the extent that Authorized Users provide their personal data to LNC during account registration or otherwise, the parties acknowledge that such information will be processed by LNC in accordance with the LexisNexis Canada Privacy Policy.

LNC shall collect Usage Data according to industry standards. Such Usage Data shall be compiled in a manner consistent with applicable privacy and data protection laws and as may be agreed between the parties from time to time, and the information about Authorized Users and the confidentiality of their searches shall be fully protected.

Subscribing Institutions are permitted to share Usage Data. LNC shall not disclose or sell to other parties Usage Data about the Subscribing Institutions or Authorized Users without the Consortium's permission.

For clarity, LNC agrees that no personally identifiable information, including but not limited to log-ins recorded in system logs, IP addresses of authorized Users accessing the system, saved searches, usernames and passwords, will be shared with non-affiliated third parties without the prior written consent of the Subscribing Institutions and Authorized Users as appropriate, or as otherwise permitted by the applicable privacy legislation, such as the Freedom of Information and Protection of Privacy Act, or to perform services as required under the Agreement

(e) Other provisions that govern Authorized Users use of the Services are set forth in the

Supplemental Terms for Specific Materials, online descriptions of files, online notices following file selection, and individual documents retrieved from the Services (collectively, the "Additional Terms"), all of which are incorporated by reference into this Agreement.

#### 6. ACCESS TO THE SERVICES

LNC shall provide access to and use of the Services for Authorized Users only. The Subscribing Institution will not actively promote the use of the Services to unauthorized users. Access to the Services must be strictly controlled and limited to Authorized Users by one or more of the following methods:

- Internet Protocol ("IP") domain address filtering, whereby the Subscribing Institution provides LNC with IP addresses registered to the Subscribing Institution and vouchsafes that these IP addresses are associated only with sites controlled by the Subscribing Institution.
- Proxy Server IP address filtering, whereby the Subscribing Institution provides LNC with IP addresses of a proxy server belonging to or operated on behalf of the Subscribing Institution and vouchsafes that proxy server access is granted only to Authorized Users located at the Subscribing Institution or to remote users that have been authenticated as Authorized Users by the Subscribing Institution, using a secure patron authentication system.

# 7. COPYRIGHT/TERMS AND CONDITIONS

Subscribing Institution hereby acknowledge that all copyright and title to the Materials and organization are and remain the property of LNC or its third party suppliers of Materials, Subscribing Institution will use reasonable efforts to ensure that all Authorized Users are informed of these terms and conditions. Any exceptions are identified in this Agreement. Subscribing Institution agrees to communicate the substance of the following statement (which may be changed in whole or in partby LNC from time to time), to its users periodically:

"LexisNexis online services and the materials contained therein are under copyright by LexisNexis. All rights reserved. No part of these Services may be used except for research purposes, and the Services may not be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of LexisNexis Canada. Materials retrieved from the Services may not be duplicated in hard copy or machine-readable form without the prior written authorization of LexisNexis Canada, except that limited reproduction of output is permitted solely for individual use by the Authorized User or internal distribution within the Subscribing Institution in accordance with the terms of this Agreement unless further limited or prohibited by the *Copyright Act*. Under no circumstances may the Materials or any portionthereof be used to create derivative products or services."

#### 8. WARRANTY

LNC represents and warrants that it has the full right and authority to make the Services available to the Subscribing Institution and its Authorized Users pursuant to this Agreement.

EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT THE SERVICES ARE PROVIDED ON AN "AS IS", "AS AVAILABLE" BASIS AND LNC, AND EACH THIRD PARTY SUPPLIER OF MATERIALS EXPRESSLY DISCLAIM ALL WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

#### 9. LIMITATION OF LIABILITY

A Covered Party (as defined below) shall not be liable for any loss, injury, claim, liability, or damage

of any kind resulting in any way from (a) any errors in or omissions from the Services or any Materials available or not included therein, (b) the unavailability or interruption of the Servicesor any features thereof, (c) the Subscribing Institution's or Authorized User's use of the Services (regardless of whether assistance was received from a Covered Party in using the Services), (d) the Subscribing Institution or Authorized User's use of any equipment in connection with the Services, (e) the content of the Services, or (f) any delay or failure in performance beyond the reasonable control of a Covered Party.

"Covered Party" means (a) LNC, its affiliates, and any officer, director, employee, subcontractor, agent, successor, or assign LNC or its affiliates; and (b) each third party supplier of Materials, their affiliates, and any officer, director, employee, subcontractor, agent, successor, or assign of any third party supplier of Materials or any of their affiliates.

THE AGGREGATE LIABILITY OF THE COVERED PARTIES IN CONNECTION WITH ANY OTHER CLAIM ARISING OUT OF OR RELATING TO THE SERVICES OR MATERIALS SHALL NOT EXCEED THE AMOUNT OF FEES PAID DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE DATE THE CLAIM AROSE. THE SUBSCRIBING INSTITUTION'S RIGHT TO MONETARY DAMAGES IN THAT AMOUNT SHALL BE IN LIEU OF ALL OTHER REMEDIES, WHICH THE SUBSCRIBING INSTITUTION MAY HAVE AGAINST ANY COVERED PARTY.

THE COVERED PARTIES SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND WHATSOEVER (INCLUDING, WITHOUT LIMITATION, LEGAL FEES) IN ANY WAY DUE TO, RESULTING FROM, OR ARISING IN CONNECTION WITH THE SERVICES, MATERIALS, OR THE FAILURE OF ANY COVERED PARTY TO PERFORM ITS OBLIGATIONS, REGARDLESS OF ANY NEGLIGENCE OF ANY COVERED PARTY.

#### 10. MISCELLANEOUS

- 10.1 This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes any and all prior agreements, understandings, representations, promises or warranties whether written, oral or otherwise.
- These terms and conditions, including the Supplemental Terms for Specific Material, may be immediately changed by LNC providing Subscriber with written notice or, , from time to time, by written agreement between the parties. The Subscribing Institution's licensefor access to the Services may be terminated immediately upon written notice to LNC if any change is unacceptable. In the event of a material breach that remains uncured, LNC or the Subscribing Institution may terminate the subscription for access to the Services. The effective date of termination will be 30 days from the date notice of the specific breach is provided in the event of a material breach pursuant to Sections 3, 5, or 6 by the Subscribing Institution or an Authorized User, LNC reserves the right to immediately suspend Subscribing Institution's access to and use of the Services without prior notice and to pursue any legal remedies available to LNC.
- 10.3 If any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal, or unenforceable, the same shall not affect any of the other provisions of this Agreement and the parties will endeavor to replace the provision with a valid, lawful or enforceable one that most closely embodies the original intentions of the parties. Failure or delay by either party in exercising any right or power hereunder shall not operate as a waiver of such right or power.
- 10.4 Neither party shall bear any responsibility or liability for any losses arising out of any delay or interruption of their performance of obligations under this Agreement due to any act of God, act of governmental authority, act of the public enemy, or due to war, riot, flood, civil commotion,

insurrection, labor difficulty, severe or adverse weather conditions, lack or shortage of electrical power, malfunctions of equipment or software programs or any other cause beyond the reasonable control of the party delayed.

- 10.5 Headings are for the convenience of the parties and have no legal effect.
- 10.6 If any federal or provincial sales taxes apply to this Agreement, such taxes shall be charged to the Consortium as applicable. If such party is exempt from any such taxes, the tax shall not be charged upon receipt of a certificate of exemption.
- 10.7 Consortium may not assign this Agreement without the prior written consent of LNC, which consent will not be unreasonably withheld.
- 10.8 Neither party may bring an action against the other party beyond two (2) years after thecause of action has occurred.
- 10.9 This Agreement shall be governed by the law of the Province of Ontario without giving effect to its conflict of laws principles.
- 10.10 The following clauses shall survive the cancellation, expiration, or other termination of this Agreement: 4, 5, 7 and 9.

# **AGREED TO AND ACCEPTED BY:**

BC Electronic Library Network		LexisNexis Canada Inc.
BY:	BY:	
NAME:	NAME:	
TITLE:	TITLE:	
DATE:	DATE:	
Council of Pacific and Prairie University Libraries	(	Ontario Council of University Libraries
BY:	BY:	
NAME:	NAME:	
TITLE:	TITLE:	
DATE:	DATE:	
The Council of Atlantic University Libra	ries	The Alberta Library
BY:	BY:	
NAME:	NAME:	
TITLE:	TITLE:	
DATE:	DATE:	
Bureau De Cooperation Interuniversita	ire	
BY:		
NAME:		
TITLE:		
DATE:		

#### Schedule 1

# **Supplemental Terms & Conditions**

for use of the LexisNexis Services

October 21, 2021 LexisNexis® Services SUPPLEMENTAL TERMS FOR SPECIFIC MATERIALS

These Supplemental Terms for Specific Materials contain terms applicable to certain Materials. You may not have access to all of the Materials referenced herein.

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c. IF, NOTWITHSTANDING THE ABOVE, EITHER OR BOTH DBL OR JA IS HELD TO BE LIABLE, THE AMOUNT OF SUCH LIABILITY SHALL NOT EXCEED \$10,000 (USD).

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- c. IF, NOTWITHSTANDING THE ABOVE, AXEL SPRINGER AG IS HELD TO BE LIABLE, THE AMOUNT OF SUCH LIABILITY SHALL NOT EXCEED \$10,000 (USD).

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BARCLAYS ASSUMES NO LIABILITY WHATSOEVER WITH RESPECT TO ANY USE OF BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS OR ANY PORTION THEREOF OR WITH RESPECT TO ANY DAMAGES WHICH MAY RESULT FROM SUCH USE.

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- b. The products shall not be reproduced, revealed, or made available in whole or in part to anyone (including voluntarily in legal proceedings) else unless required by law. You may retain D&B materials accessed through LexisNexis for up to 12 months, after which you shall immediately delete, destroy or return all originals and copies of such D&B materials, except such materials as you may be required, by applicable law or government regulation for backup purposes - materials retained for such backup purposes shall not be used for any other purpose and shall be destroyed promptly after the retention period required by such law or regulation expires.
- c. D&B and its third party information providers make no representations or warranties of any kind with respect to the products, including but not limited to, the accuracy, completeness, timeliness, merchantability or fitness for a particular purpose of the products or of the media on which the product is provided and you agree that D&B and its third party information providers shall not be liable to you for any loss or injury arising out of or caused, in whole or in part, by negligent acts or omissions in procuring, compiling, collecting, interpreting, reporting, communicating or delivering the products.
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    irreparable harm to Exari Systems, Inc or its suppliers, as the case may be. In order to prevent
    or limit the harm of any such breach or anticipated breach, you agreed that we Exari Systems,

Inc or its supplier, as the case may be, will be entitled to apply for immediate injunctive or other equitable relief (including ex parte relief) from a court of competent jurisdiction, without any additional findings of irreparable injury or the posting of any bond or security. No provision in the General Terms and Conditions or the Site Terms and Conditions, or in any Order Form relating thereto, that apply solely to a book or CD product shall not apply to the Software.

15. Experian Data – Applicable Only To Those Subscribers Who Have Access to GLBA Regulated Credit Header Data

VIN Gateway Services Direct Auto Market Restrictions

In no event may you or any of your Authorized Users sell, license or otherwise provide any VIN Gateway Services or LN products or services using the VIN Gateway Data to any entity that is engaged in any of the following business activities: (i) vehicle dealers; (ii) vehicle original equipment manufacturers; (iii) vehicle auction companies; (iv) automotive portals, or (vii) automotive aftermarket suppliers, including the sales and marketing functions of such companies ("Direct Auto Market"), except to the following departments of such entities: (i) the legal, collections, human resources or other corporate support departments/functions of such Direct Auto Market companies, (ii) financial institutions, or (iii) automobile finance companies. Additionally, use of the VIN Gateway Data for any of the following purposes is prohibited:

- Recall/Advisory Activities: Using VIN Gateway Data to identify specific vehicle owners' names
  and addresses (typically all owners linked to a range of VIN numbers) for the purpose of
  notifying them of a product recall or safety advisory issued by an auto manufacturer, supplier
  or agent.
- 2. Warranty Activities: Using VIN Gateway Data to identify specific records, (e.g. odometer readings, transfer of ownership) associated with a VIN number to identify whether or not a vehicle is still under warranty and providing this determination to, or in connection with, motor vehicle manufacturers, independent warranty or service contract providers.
- 3. Customer Surveys: Using VIN Gateway Data to identify owners of a specific make, model and/or category of vehicles for the purpose of conducting primary consumer research (e.g. telephone interviews, mail surveys) to determine consumer automobile preferences and /or vehicle purchasing trends.
- 4. Vehicle Statistics: Using VIN Gateway Data to compile periodic new and/or used vehicle statistics (e.g. recent sales, vehicles in operation) by geography, vehicle classification, dealer, lender, and/or make/model for the purpose of automobile market share reporting for manufacturers and dealer, indirect lending market share reporting for automotive lenders, retail site planning, promoting automotive brands or dealerships to consumers, and/or dispute resolution between retailers and manufacturers.
- 5. Share of Garage Analysis: Using VIN Gateway Data to determine the current vehicles owned by an individual, household or group for the purposes of market research or direct marketing, or determining vehicle purchasing patterns over time (e.g. frequency of purchases, loyalty to specific brands).
- 6. Vehicle Ownership Profiles/Modeling: Using VIN Gateway Data to build direct marketing models for the purpose of promoting vehicles and auto financing products to consumers.
- 7. Vehicle History Reports: Augmenting VIN Gateway Data with accident data, odometer readings, emission readings or state issued vehicle brand data for the purpose of developing a 'Vehicle History Report' competing against AutoCheck and CARFAX by providing vehicle valuations to potential buyers, seller, dealers, Original Equipment Manufacturers, auction houses or financers of automobiles. This in no way limits use of the VIN Gateway Data to verify the vehicles owned by a consumer or business or to assess the value of vehicles during the process of underwriting, policy auditing, adjusting, examining or settling of a property claim. Furthermore, Subscriber shall not provide, sell or license the branded title indicator or lease/lienholder information to any End User/Distributor outside of the insurance industry.
- 8. Fleet Marketing: Using VIN Gateway Data for the purpose of direct marketing to identify and target businesses who own vehicle fleets.

- 9. Direct Marketing: Using the Licensed Data for direct marketing activities such as direct mail or telemarketing.
- 10. OEM/AOT: Using VIN Gateway Data for removal of nonowner records of original equipment manufacturers or in connection with providing services to motor vehicle manufacturers.
- 11. Dealer Audit: Using VIN Gateway Data in connection with original equipment manufacturer performance monitoring of auto vehicles or dealers.
- 12. Modeling: VIN Gateway Data shall not be resold or sublicensed for modeling purposes. Resale of any result derived from a model is not prohibited.

Access Security Requirements for GLB 5A Data (Fully Displayed or Truncated Social Security Number Information Retrieved from Credit Header Data)

The following information security controls are required to reduce unauthorized access to consumer information. It is your responsibility to implement these controls. If you do not understand these requirements or need assistance, it is your responsibility to get an outside service provider to assist you. Experian reserves the right to make changes to these Access Security Requirements without prior notification. The information provided herewith provides minimum baselines for information security.

In accessing GLBA 5A Data, you agree to follow these Experian security requirements. These requirements are applicable to all systems and devices used to access, transmit, process, or store Experian data.

- 1. Implement Strong Access Control Measures
  - 13. If using third party or proprietary systems to access the LexisNexis Online Services, ensure that the access must be preceded by authenticating users to the application and/or system (e.g. application based authentication, Active Directory, etc.) utilized for accessing LexisNexis data/systems.
  - 14. If the third party or third party software or proprietary system or software, used to access the LexisNexis Online Services, is replaced or no longer in use, the passwords should be changed immediately.
  - 15. Create a unique user ID for each user to enable individual authentication and accountability for access to the Online Services. Each user must also have a unique logon password.
  - 16. Develop strong passwords that are:
    - 1. Not easily guessable (i.e. your name or company name, repeating numbers and letters or consecutive numbers and letters)'
    - Contain a minimum of eight (8) alphabetic and numeric characters for standard user accounts
    - 3. For interactive sessions (i.e. non system-to-system) ensure that passwords/passwords are changed periodically or that enhancements such as multifactor authentication are implemented (every 90 days is recommended)
  - 17. Passwords (e.g. user/account password) must be changed immediately when:
    - Any system access software is replaced by another system access software or is no longer used
    - 2. The hardware on which the software resides is upgraded, changed or disposed without being purged of sensitive information
    - 3. Any suspicion of password being disclosed to an unauthorized party (see section D.3 for reporting requirements)
    - 4. It is understood that the practice of encryption of sensitive data at rest will be implemented in the year 2017 for you, it being understood that in the meantime you shall implement other compensating controls when the data is at rest, including physical security, access controls, or vulnerability assessments
  - 18. Ensure that passwords are not transmitted, displayed or stored in clear text; protect all end user (e.g. internal and external) passwords using, for example, encryption or a cryptographic

- hashing algorithm also known as "one-way" encryption. When using encryption, ensure that strong encryption algorithms are utilized (e.g. AES 256 or above).
- 19. Implement password protected screensavers with a maximum fifteen (15) minute timeout to protect unattended workstations. Systems should be manually locked before being left unattended.
- 20. Active logins to credit information systems must be configured with a 30 minute inactive session timeout.
- 21. You must NOT install Peer-to-Peer file sharing software on systems used to access, transmit or store Experian data
- 22. Ensure that Subscriber's employees do not access their own credit reports or those reports of any family member(s) or friend(s) unless it is in connection with a credit transaction or for another permissible purpose
- 23. Implement physical security controls to prevent unauthorized entry to Subscriber's facility and access to systems used to obtain credit information. Ensure that access is controlled with badge readers, other systems, or devices including authorized lock and key.

# 2. Maintain a Vulnerability Management Program Implement Strong Access Control Measures

- 24. Keep operating system(s), firewalls, routers, servers, personal computers (laptops and desktops) and all other systems current with appropriate system patches and updates.
- 25. Configure infrastructure such as firewalls, routers, servers, tablets, smart phones, personal computers (laptops and desktops), and similar components to industry standard security practices, including disabling unnecessary services or features, and removing or changing default passwords, IDs and sample files/programs, and enabling the most secure configuration features to avoid unnecessary risks.
- 26. Implement and follow current best security practices for computer virus detection scanning services and procedures:
  - Use, implement and maintain a current, commercially available anti-virus software on all systems, if applicable anti-virus technology exists. Anti-virus software deployed must be capable to detect, remove, and protect against all known types malicious software such as viruses, worms, spyware, adware, Trojans, and root-kits.
  - 2. Ensure that all anti-virus software is current, actively running, and generating audit logs; ensure that anti-virus software is enabled for automatic updates and performs scans on a regular basis.
  - 3. If you suspect an actual or potential virus infecting a system, immediately cease accessing the system and do not resume the inquiry process until the virus has been eliminated.

# 3. Protect Data

- 27. Develop and follow procedures to ensure that data is protected throughout its entire information lifecycle (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).
- 28. Experian data is classified Confidential and must be secured to in accordance with the requirements mentioned in this document at a minimum.
- 29. Procedures for transmission, disclosure, storage, destruction and any other information modalities or media should address all aspects of the lifecycle of the information.
- 30. Encrypt all Experian data and information when stored electronically on any system including but not limited to laptops, tablets, personal computers, servers, databases using strong encryption such as AES 256 or above. An alternative to encryption at rest is compensating controls designed to mitigate the risk of data exposure.
- 31. Experian data must not be stored locally and permanently on smart tablets and smart phones such as iPads, iPhones, Android based devices, etc.
- 32. When using smart tablets or smart phones to access Experian data, ensure that such devices are protected via device pass-code

- 33. Applications utilized to access Experian data via smart tablets or smart phones must protect data while in transmission using an industry-recognized, strong, encryption method.
- 34. Only open email attachments and links from trusted sources and after verifying legitimacy.
- 35. When no longer in use, ensure that hard-copy materials containing Experian data are crosscut shredded, incinerated, or pulped such that there is reasonable assurance the hard-copy materials cannot be reconstructed.
- 36. When no longer in use, electronic media containing Experian data is rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion, or otherwise physically destroying the media (for example, degaussing).

# 4. Maintain an Information Security Policy

- 37. Suitable to complexity and size of the organization, establish and publish information security and acceptable user policies identifying user responsibilities and addressing requirements in line with this document and applicable laws and regulations.
- 38. The FACTA Disposal Rules requires that Subscriber implement appropriate measures to dispose of any sensitive information related to consumer credit reports and records that will protect against unauthorized access or use of that information.
- 39. Implement and maintain ongoing mandatory security training for those who have access to Experian information and awareness sessions for all staff to underscore the importance of security in the organization.
- 40. When using third party service providers (e.g. application service providers) to access, transmit, store or process Experian data, ensure that service provider is compliant with the Experian Independent Third Party Assessment (EI3PA) program, and registered in Experian's list of compliant service providers. If the service provider is in the process of becoming compliant, it is Subscriber's responsibility to ensure the service provider is engaged with Experian and an exception is granted in writing. Approved certifications in lieu of EI3PA can be found in the Glossary section.

# 5. Build and Maintain a Secure Network

- 41. Protect Internet connections with dedicated, industry-recognized firewalls that are configured and managed using industry best security practices.
- 42. Internal private Internet Protocol (IP) addresses must not be publicly accessible or natively routed to the Internet. Network address translation (NAT) technology should be used.
- 43. Administrative access to firewalls and servers must be performed through a secure internal wired connection or over a secured private network only.
- 44. Any stand-alone computers that directly access the Internet must have a desktop firewall deployed that is installed and configured to block unnecessary/unused ports, services, and network traffic.
- 45. Change vendor defaults including but not limited to passwords, encryption keys, SNMP strings, and any other vendor defaults.
- 46. For wireless networks connected to or used for accessing or transmission of Experian data, ensure that networks are configured and firmware on wireless devices updated to support strong encryption (for example, IEEE 802.11i) for authentication and transmission over wireless networks.
- 47. When using service providers (e.g. software providers) to access LexisNexis systems, access to third party tools/services must require multi-factor authentication.

# 6. Regularly Monitor and Test Networks

48. Perform regular tests on information systems that serve Experian data and are exposed to the Internet (port scanning, virus scanning, internal/external vulnerability scanning). Ensure that issues identified via testing are remediated according to the issue severity (e.g. fix critical issues immediately, high severity in 15 days, etc.)

- 49. Ensure that audit trails are enabled and active for systems and applications used to access, store, process, or transmit Experian data; establish a process for linking all access to such systems and applications. Ensure that security policies and procedures are in place to review security logs on daily or weekly a periodic basis and that follow-up to exceptions is required.
- 50. Use current best practices to protect telecommunications systems and any computer system or network device(s) used to provide Services hereunder to access LexisNexis systems and networks. These controls should be selected and implemented to reduce the risk of infiltration, hacking, access penetration or exposure to an unauthorized third party by:
  - 1. protecting against intrusions;
  - 2. securing the computer systems and network devices;
  - 3. and protecting against intrusions of operating systems or software.

# 7. Mobile and Cloud Technology

- 51. Storing Experian data permanently on mobile devices is prohibited. Any exceptions must be obtained from Experian in writing; additional security requirements will apply.
- 52. Mobile applications development must follow industry known secure software development standard practices such as OWASP and OWASP Mobile Security Project adhering to common controls and addressing top risks.
- 53. Mobile applications development processes must follow secure software assessment methodology which includes appropriate application security testing (for example: static, dynamic analysis, penetration testing) and ensuring vulnerabilities are remediated.
- 54. Mobility solution server/system should be hardened in accordance with industry and vendor best practices such as Center for Internet Security (CIS) benchmarks, NIS, NSA, DISA and/or other.
- 55. Mobile applications and data shall be hosted on devices through a secure container separate from any personal applications and data. See details below. Under no circumstances is Experian data to be exchanged between secured and non-secured applications on the mobile device.
- 56. In case of non-consumer access, that is, commercial/business-to-business (B2B) users accessing Experian data via mobile applications (internally developed or using a third party application), ensure that multi-factor authentication and/or adaptive/risk-based authentication mechanisms are utilized to authenticate users to application.
- 57. When using cloud providers to access, transmit, store, or process Experian data ensure that:
  - 1. Appropriate due diligence is conducted to maintain compliance with applicable laws and regulations and contractual obligations
  - 2. Cloud providers must have gone through independent audits and are compliant with one or more of the following standards, or a current equivalent as approved/recognized by Experian:
    - ISO 27001
    - PCI DSS
    - EI3PA
    - SSAE 16 SOC 2 or SOC3
    - FISMA
    - CAI / CCM assessment

#### 8. General

- 58. No more than once per year, at Experian's expense, Experian will have the right to audit the security mechanisms Subscriber maintains to safeguard access to Experian information, systems and electronic communications. Audits may include examination of systems security and associated administrative practices. Audits shall be reasonable in scope and duration.
- 59. In cases where Subscriber is accessing Experian information and systems via third party software, Subscriber agrees to make available to LN upon request, audit trail information and

- management reports generated by the vendor software, regarding Subscriber individual authorized users.
- 60. Subscriber shall be responsible for and ensure that third party software, which accesses the LexisNexis Online Services, is secure, and protects this vendor software against unauthorized modification, copy and placement on systems which have not been authorized for its use.
- 61. Subscriber shall conduct software development (for software which accesses LexisNexis information systems; this applies to both in-house or outsourced software development) based on the following requirements:
  - 1. Software development must follow industry known secure software development standard practices such as OWASP adhering to common controls and addressing top risks.
  - 2. Software development processes must follow secure software assessment methodology which includes appropriate application security testing (for example: static, dynamic analysis, penetration testing) and ensuring vulnerabilities are remediated.
  - Software solution server/system should be hardened in accordance with industry and vendor best practices such as Center for Internet Security (CIS) benchmarks, NIS, NSA, DISA and/or other
- 62. Under Section H.1 above, reasonable access to audit trail reports of systems utilized to access the Online Services shall be made available to LexisNexis upon request, for example during breach investigation or while performing audits.
- 63. Data requests must include the IP address of the device from which the request originated (i.e., the requesting client's IP address), where applicable.
- 64. Subscriber shall report actual security violations or incidents that impact Experian data to LexisNexis within twenty-four (24) hours or per agreed contractual notification timeline. Subscriber agrees to provide notice to LexisNexis of any confirmed security breach that may involve data related to the contractual relationship, to the extent required under and in compliance with applicable law. Telephone notification is preferred at 888-872-5375, Email notification will be sent to Security.investigations@lexisnexis.com.
- 65. Subscriber acknowledges and agrees that Subscriber (a) has received a copy of these requirements, (b) has read and understands its obligations described in the requirements, (c) will communicate the contents of the applicable requirements contained herein, and any subsequent updates hereto, to all employees that shall have access to the Experian data through the Online Services, and (d) will abide by the provisions of these requirements when accessing Experian data.
- 66. Subscriber understands that its use of the Online Services and computing resources may be monitored and audited by LexisNexis, without further notice.
- 67. Subscriber acknowledges and agrees that it is responsible for all activities of its employees/Authorized Users, and for assuring that mechanisms to access the Online Services and data are secure and in compliance with its LexisNexis agreement.
- 68. When using third party service providers to access, transmit, or store Experian data, additional documentation may be required by LexisNexis.

# General requirements:

- 69. Subscriber shall designate an employee to be its Head Security Designate, to act as the primary interface with LexisNexis on systems access related matters. Subscriber's Head Security Designate will be responsible for establishing, administering and monitoring all Authorized User's access to the Online Services which are delivered over the Internet ("Internet access"), or approving and establishing Security Designates to perform such functions.
- 70. Subscriber's Head Security Designate or other Security Designates shall in turn review all employee requests for Internet access approval. The Head Security Designate or its Security Designate shall determine the appropriate access to each LexisNexis product based upon

- the legitimate business needs of each employee. LexisNexis reserves the right to terminate any accounts it deems a security threat to its systems and/or consumer data.
- 71. Unless automated means become available, Subscriber shall request employee's (Internet) access via the Head Security Designate/Security Designate. Those employees approved by the Head Security Designate or Security Designate for Internet access ("Authorized Users") will be individually assigned unique access identification accounts ("User ID") and passwords/passphrases (this also applies to the unique Server-to-Server access IDs and passwords/passphrases). LexisNexis' approval of requests for (Internet) access may be granted or withheld in its sole discretion. LexisNexis may add to or change its requirements for granting (Internet) access to the services at any time (including, without limitation, the imposition of fees relating to (Internet) access upon reasonable notice to Subscriber), and reserves the right to change passwords/passphrases and to revoke any authorizations previously granted. Note: Partially completed forms and verbal requests will not be accepted.
- 72. An officer of Subscriber agrees to notify LexisNexis in writing immediately if it wishes to change or delete any employee as a Head Security Designate, Security Designate, or Authorized User; or if the identified Head Security Designate, Security Designate or Authorized User is terminated or otherwise loses his or her status as an Authorized User.

# Roles and Responsibilities

- 73. Subscriber agrees to identify an employee it has designated to act on its behalf as a primary interface with LexisNexis on systems access related matters. This individual shall be identified as the "Head Security Designate." The Head Security Designate can further identify a Security Designate(s) to provide the day to day administration of the Authorized Users. Security Designate(s) must be an employee and a duly appointed representative of the Subscriber and shall be available to interact with LexisNexis on information and product access, in accordance with these Experian Access Security Requirements for LexisNexis End-Users. Subscriber's duly authorized representative (e.g. contracting officer, security manager, etc.) must authorize changes to Subscriber's Head Security Designate. The Head Security Designate will submit all requests to create, change or lock Security Designate and/or Authorized User access accounts and permissions to LexisNexis' systems and information. Changes in Head Security Designate status (e.g. transfer or termination) are to be reported to LexisNexis immediately or the Head Security Designate's access terminated.
- 74. The Head Security Designate is acting as the duly authorized representative of Subscriber.
- 75. The Security Designate may be appointed by the Head Security Designate as the individual that Subscriber authorizes to act on behalf of the business in regards to LexisNexis product access control (e.g. request to add/change/remove access). Subscriber can opt to appoint more than one Security Designate (e.g. for backup purposes). Subscriber understands that the Security Designate(s) it appoints shall be someone who will generally be available during normal business hours and can liaise with LexisNexis' Security Administration group on information and product access matters.
- 76. The Head Designate shall be responsible for notifying their corresponding LexisNexis representative in a timely fashion of any Authorized User accounts (with their corresponding privileges and access to application and data) that are required to be terminated due to suspicion (or actual) threat of system compromise, unauthorized access to data and/or applications, or account inactivity.

#### Designate

- 77. Must be an employee and duly appointed representative of Subscriber, identified as an approval point for Subscriber's Authorized Users.
- 78. Is responsible for the initial and on-going authentication and validation of Subscriber's Authorized Users and must maintain current information about each (phone number, valid email address, etc.).

- 79. Is responsible for ensuring that proper privileges and permissions have been granted in alignment with Authorized User's job responsibilities.
- 80. Is responsible for ensuring that Subscriber's Authorized Users are authorized to access LexisNexis products and services.
- 81. Must disable Authorized User ID if it becomes compromised or if the Authorized User's employment is terminated by Subscriber.
- 82. Must immediately report any suspicious or questionable activity to LexisNexis regarding access to LexisNexis' products and services
- 83. Shall immediately report changes in their Head Security Designate's status (e.g. transfer or termination) to LexisNexis.
- 84. Will provide first level support for inquiries about passwords/passphrases or IDs requested by your Authorized Users.
- 85. Shall be available to interact with LexisNexis when needed on any system or user related matters.

# Glossary

Term	Definition
Computer Virus	A Computer Virus is a self-replicating computer program that alters the way a computer operates, without the knowledge of the user. A true virus replicates and executes itself. While viruses can be destructive by destroying data, for example, some viruses are benign or merely annoying.
Confidential	Very sensitive information. Disclosure could adversely impact your company.
Encryption	Encryption is the process of obscuring information to make it unreadable without special knowledge.
Firewall	In computer science, a Firewall is a piece of hardware and/or software which functions in a networked environment to prevent unauthorized external access and some communications forbidden by the security policy, analogous to the function of Firewalls in building construction. The ultimate goal is to provide controlled connectivity between zones of differing trust levels through the enforcement of a security policy and connectivity model based on the least privilege principle.
Information Lifecycle	(Or Data Lifecycle) is a management program that considers the value of the information being stored over a period of time, the cost of its storage, its need for availability for use by authorized users, and the period of time for which it must be retained.
IP Address	A unique number that devices use in order to identify and communicate with each other on a computer network utilizing the Internet Protocol standard (IP). Any All participating network devices - including routers, computers, time-servers, printers, Internet fax machines, and some telephones - must have its own unique IP address. Just as each street address and phone number uniquely identifies a building or telephone, an IP address can uniquely identify a specific computer or other network device on a network. It is important to keep your IP address secure as hackers can gain control of your devices and possibly launch an attack on other devices.
Peer-to-Peer	A type of communication found in a system that uses layered protocols. Peer-to-Peer networking is the protocol often used for reproducing and distributing music without permission.
Router	A Router is a computer networking device that forwards data packets across a network via routing. A Router acts as a junction between two or more networks transferring data

	packets.
Spyware	Spyware refers to a broad category of malicious software designed to intercept or take partial control of a computer's operation without the consent of that machine's owner or user. In simpler terms, spyware is a type of program that watches what users do with their computer and then sends that information over the internet.
Experian Independent Third Party Assessment Program	The Experian Independent 3rd Party Assessment is an annual assessment of an Experian LexisNexis' ability to protect the information they purchase from Experian. EI3PA <sup>sM</sup> requires an evaluation of a LexisNexis' information security by an independent assessor, based on requirements provided by Experian. EI3PA <sup>sM</sup> also establishes quarterly scans of networks for vulnerabilities.
ISO 27001 /27002	IS 27001 is the specification for an ISMS, an Information Security Management System (it replaced the old BS7799-2 standard) The ISO 27002 standard is the rename of the ISO 17799 standard, and is a code of practice for information security. It basically outlines hundreds of potential controls and control mechanisms, which may be implemented, in theory, subject to the guidance provided within ISO 27001.
PCI DSS	The Payment Card Industry Data Security Standard (PCI DSS) is a proprietary information security standard for organizations that handle cardholder information for the major debit, credit, prepaid, e-purse, ATM, and POS cards.
SSAE 16 SOC 2, SOC3	Statement on Standards for Attestation Engagements (SSAE) No. 1 SOC 2 Report on Controls Related to Security, Availability, Processing Integrity, Confidentiality, and Privacy. The SOC 3 Report , just like SOC 2, is based upon the same controls as SOC 2, the difference being that a SOC 3 Report does not detail the testing performed (it is meant to be used as marketing material).
FISMA	The Federal Information Security Management Act (FISMA) is United States legislation that defines a comprehensive framework to protect government information, operations and assets against natural or man-made threats. FISMA was signed into law part of the Electronic Government Act of 2002.
CAI /CCM	Cloud Security Alliance Consensus Assessments Initiative (CAI) was launched to perform research, create tools and create industry partnerships to enable cloud computing assessments. The Cloud Security Alliance Cloud Controls Matrix (CCM) is specifically designed to provide fundamental security principles to guide cloud vendors and to assist prospective cloud customers in assessing the overall security risk of a cloud provider.

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