

TEACHSCRIBE SUB-PROCESSOR LIST

Version 1.0

Effective date: 15 January 2026

1 PURPOSE AND SCOPE

This document is TeachScribe’s master list of approved sub-processors for services delivered to schools and other education settings. It is designed to be referenced from both the Application Privacy Notice and the Data Processing Agreement so that one maintained list can be used across customer-facing legal documents.

This list applies to personal data processed by TeachScribe as a processor on behalf of customer controllers.

2 HOW THIS LIST IS REFERENCED

- Application Privacy Notice: this document provides the named recipient list that supplements recipient categories.
- Data Processing Agreement: this document is the authoritative source for the approved sub-processors under the controller’s general written authorisation.

Published location for this list: <https://www.teachscribe.com/legal/sub-processors>

3 CHANGE MANAGEMENT AND NOTIFICATIONS

TeachScribe reviews this list at least quarterly and updates it before appointing any new sub-processor or making a material change to an existing sub-processor entry.

This list is incorporated into the Data Processing Agreement by reference. Additions or replacements of sub-processors are effective only through the process in clause 8.1(a) of the Data Processing Agreement.

For customers under a Data Processing Agreement, TeachScribe will:

- give at least 30 days’ prior written notice before any intended addition or replacement;
- identify the sub-processor, processing purpose, processing location(s), and relevant transfer safeguard;
- permit objections on reasonable data protection grounds within the contractual objection window; and
- implement the addition or replacement only after completion of the contractual notice and objection process.

Non-material administrative updates (for example typographical corrections, formatting updates, or branding changes with no legal entity change) may be made on publication, provided they do not reduce data protection safeguards or expand processing purposes.

4 APPROVED SUB-PROCESSORS

Sub-processor	Purpose	Processing location	Transfer safeguard (if applicable)
Google Cloud Platform (Google LLC)	Cloud infrastructure, data hosting, and AI processing	EU	UK adequacy regulations
Kinde	User authentication and identity management	UK	No transfer outside UK/EEA
PostHog Inc	Product logs and analytics	EU	UK adequacy regulations
Intercom Inc	In-app customer support	USA	UK Addendum
Google Workspace (Google LLC)	Internal support and debugging workflows	EU	UK adequacy regulations
Postmark (ActiveCampaign)	Transactional email delivery	USA	UK Addendum

5 DOCUMENT CONTROL AND CONTACT

Document owner: TeachScribe Ltd. Next scheduled review: 15 April 2026. Contact: office@teachscribe.com.