Answergrove Pilot Agreement No. KSJ-P-2026-___

[place], [date]

Parties

1. **SIA KSJ**, registration No. 40203679083, VAT No. LV40203679083, Lielbērze 10, Auru pagasts, Dobeles novads, LV-3701, Latvia, represented by board member Kaspars Jurjāns ("KSJ"), and

2. **[Customer legal name]**, registration No. [ ], VAT No. [ ], [address], represented by [name, position] ("Customer").

1. Subject

1.1. KSJ carries out a pilot of Answergrove, a private AI assistant that answers questions from the Customer's SharePoint documents and shows the document, page and version behind each answer, on one SharePoint site or library chosen by the Customer: [site or library address] (the "Pilot").

1.2. The Pilot lasts ten working days from the start date [date] and follows the pilot plan in Annex 1.

1.3. The results are: the list of who can see what on the chosen site (days 1-2), the written result of the permission test (day 5), and a written summary on day 10 with a fixed scope and price for a rollout, if the Customer wants one. The summary also states whether the Customer's Azure subscription has the AI model quota that Answergrove needs for the rollout.

2. What the Customer provides

2.1. The site or library; 5 to 10 real questions about it; about ten minutes of a Microsoft 365 Global Admin for two app registrations with consent; adding the assistant's web part to the Customer's App Catalog, guided by KSJ; the people who ask the questions in week two.

2.2. If any of these is late, the Pilot is extended by the same number of working days.

3. Price and payment

3.1. The price of the Pilot is 1,500 EUR (one thousand five hundred euro), fixed, exclusive of VAT. VAT is charged according to law; for business customers in another EU member state with a valid VAT number the reverse charge applies.

3.2. KSJ invoices the price when this Agreement is signed. Payment is due within 14 days of the invoice date to SIA KSJ, IBAN LV38PARX0033857620001, AS Citadele banka.

3.3. The Pilot runs in KSJ's Azure environment, and its Azure costs are included in the price. The Customer needs no Azure subscription for the Pilot.

3.4. If the Customer orders a rollout, the 1,500 EUR is credited in full against the rollout price.

4. Data protection and confidentiality

4.1. The Pilot runs in KSJ's Microsoft Azure environment, region Sweden Central, in the European Union, and the AI processing uses Azure OpenAI in the EU Data Zone. The documents stay in the Customer's Microsoft 365 tenant; KSJ stores only the search index, document excerpts and logs needed for the Pilot. KSJ deletes all Pilot data within 30 days after the Pilot ends or, if the Customer orders a rollout, within 30 days after Answergrove is installed in the Customer's own Azure subscription.

4.2. Where KSJ processes personal data on the Customer's behalf, KSJ acts as processor under Article 28 of the GDPR. The subject-matter, duration, nature and purpose of the processing, the types of personal data and the categories of data subjects are set out in Annex 2. KSJ: (a) processes the data only on the Customer's documented instructions, which are this Agreement, and stores and processes it in the European Union as set out in clause 4.1; (b) ensures that persons with access are bound by confidentiality; (c) applies appropriate technical and organisational security measures under Article 32 of

the GDPR; (d) uses no sub-processors other than Microsoft Azure services in the European Union, which the Customer hereby authorises, and informs the Customer in advance of any intended change, giving the Customer the opportunity to object; (e) assists the Customer with data subject requests; (f) assists the Customer with its obligations under Articles 32 to 36 of the GDPR and informs the Customer of a personal data breach without undue delay; (g) at the Customer's choice, deletes or returns the data, as set out in clause 4.1; (h) makes available the information needed to demonstrate compliance with these obligations, allows for and contributes to audits, including inspections, by the Customer or an auditor it appoints, and informs the Customer immediately if, in KSJ's opinion, an instruction infringes data protection law.

4.3. Each party keeps the other party's confidential information confidential, also after this Agreement ends.

5. Rights

5.1. Answergrove, its source code and documentation remain the property of KSJ. The Customer receives a non-exclusive, non-transferable right to use the pilot installation for its internal purposes during the Pilot.

5.2. The Customer's data and the written summary belong to the Customer.

5.3. After day 10, unless the Customer orders a rollout, KSJ removes the Answergrove page and the two app registrations from the Customer's tenant together with the Customer's admin.

6. Liability

6.1. KSJ carries out the Pilot with professional care. Answers are generated by AI and cite their sources; the Customer checks the cited source before relying on an answer.

6.2. Each party's total liability under this Agreement is limited to the price of the Pilot. Neither party is liable for indirect damage or lost profit. These limits do not apply to damage caused intentionally or by gross negligence.

7. Term

7.1. This Agreement ends when the written summary is delivered on day 10. Nothing further is owed unless the Customer orders a rollout under a separate agreement.

7.2. Either party may terminate this Agreement for a material breach that is not remedied within 5 working days of written notice.

7.3. Clauses 4, 5 and 6 survive the end of this Agreement.

8. Final provisions

8.1. The law of the Republic of Latvia applies. The parties first try to settle disputes by negotiation; otherwise the courts of the Republic of Latvia decide.

8.2. Changes are valid only in writing. This Agreement may be signed electronically, in any form, or by exchanging signed copies; KSJ signs with a qualified electronic signature.

8.3. Annex 1: Answergrove pilot on one site, the two-week plan. Annex 2: Processing details.

SIA KSJ	**[Customer legal name]**
Kaspars Jurjāns, board member	[name, position]
(signed electronically)	(signed electronically)

Annex 2: Processing details

Subject-matter and purpose: answering the questions of the Customer's users from the documents in the site or library named in clause 1.1, and the permission check and summary described in Annex 1, for the purpose of the Pilot.

Duration: the term of the Pilot, plus the deletion period in clause 4.1.

Nature of the processing: read-only access to the chosen site through an app registration limited to that site; building a search index and storing document excerpts in KSJ's Azure environment (Sweden Central, EU); generating answers with Azure OpenAI in the EU Data Zone; checking each user's SharePoint permissions before an answer; logging questions and answers for the summary.

Types of personal data: personal data contained in the documents of the chosen site (for example names, roles and contact details); users' names, user IDs, questions and answers in the logs. The Pilot is not intended for special categories of personal data (Article 9 of the GDPR), and the Customer chooses the site accordingly.

Categories of data subjects: the Customer's employees and contractors who use the assistant, and persons named in the documents of the chosen site.

Sub-processor: Microsoft Azure services in the European Union (hosting, storage and Azure OpenAI), under Microsoft's Data Protection Addendum. Microsoft does not use prompts or answers to train AI models.

Security measures: read-only access limited to the chosen site; answers only from documents that the asking user may open; data encrypted in transit and at rest in Azure; access to KSJ's Azure environment limited to KSJ personnel; deletion as set out in clause 4.1.