

USE OF FILE SHARING TECHNOLOGY

1. Any McKinsey Confidential Information (as defined in the applicable written agreement between McKinsey and Service Provider, the “**Agreement**”) or any other data shared with Service Provider (collectively, “**Files**”) will be in digital format only and will exclusively be shared via McKinsey's account with its third-party file sharing and collaboration technology platform (“**Platform**”), with McKinsey providing credentials to the Service Provider Personnel.
2. Service Provider shall not email any Files at any time.
3. All Files are only viewable from “preview” and Service Provider will not download any Files onto Service Provider's laptops, computers, systems, or servers, or otherwise without McKinsey's prior written approval.
4. Service Provider will not print or photograph any Files it accesses via the Platform, and Service Provider shall not take a “snapshot” or “screenshot” of any Files.
5. If there is a specific purpose for which client or McKinsey Files need to be downloaded for any reason, Service Provider must, before downloading or screenshotting, discuss with McKinsey in advance whether the Files should remain local on the workstation, or whether the Files need to be backed up or sent to other internal or cloud systems maintained by Service Provider. Service Provider agrees that the outcome of this discussion regarding Files may result in the need for Service Provider to complete additional risk, cyber or security assessments (each, an “**Assessment**”) in order for McKinsey to understand the applicable security controls and how they protect Service Provider's network/systems.
6. In the event Service Provider requires more than upload/preview privileges for McKinsey's Platform account, Service Provider will obtain McKinsey's prior approval, and agrees that it will complete and return an Assessment(s) to McKinsey's appointed security officer or engagement director and to engage in follow-up discussions with McKinsey's security officer, as required by McKinsey.
7. Where the Platform is Microsoft SharePoint:
 - (a) Service Provider will need a client file-sharing (CFS) account, which will be set up using its corporate email address. Please see this [guidance](#) on how to set up a CFS account which provides all the necessary information and steps for the account activation.
 - (b) McKinsey will invite the Service Provider to a file, folder, or site once the account has been activated and Service Provider's email domain has been provided.

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