

# Verification of Declaration of Adherence

Declaring Company: Workday, Inc. and Workday Limited



**EU**  
**CLOUD**  
**COC**

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## 1 Verification against v2.11 of the EU Cloud CoC

This Declaration of Adherence was against the *European Data Protection Code of Conduct for Cloud Service Providers* (**'EU Cloud CoC'**)<sup>1</sup> in its version 2.11 (**'v2.11'**)<sup>2</sup> as of December 2020.

Originally drafted by the Cloud Select Industry Group<sup>3</sup> (**'C-SIG'**) the EU Cloud CoC – at that time called C-SIG Code of Conduct on data protection for Cloud Service Providers – was developed against Directive 95/46/EC<sup>4</sup> and incorporated feedback by the European Commission as well as Working Party 29. Following an extensive revision of earlier versions of Code and further developing the substance of the Code (v2.11) and its provisions has been aligned to the European General Data Protection Regulation (**'GDPR'**)<sup>5</sup>.

## 2 List of declared services

### 2.1 Human Resources

- Human Capital Management
- Time Tracking
- Recruiting
- Learning
- Learning for Extended

### 2.2 Talent Management

- Talent Optimization

### 2.3 Payroll and Workforce Management

- Payroll for US
- Payroll for Canada
- Payroll for UK
- Payroll for France
- Cloud Connect for Third Party Payroll
- Cloud Connect for Benefits

### 2.4 Financial Management

- Expenses
- Grants Management
- Procurement
- Projects
- Inventory
- Accounting Center

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<sup>1</sup> <https://eucoc.cloud>

<sup>2</sup> <https://eucoc.cloud/get-the-code>

<sup>3</sup> <https://ec.europa.eu/digital-single-market/en/cloud-select-industry-group-code-conduct>

<sup>4</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:31995L0046>

<sup>5</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679>

## 2.5 Spend Management

- Core Financials

## 2.7 Enterprise Planning

- HCM Planning
- Financials Planning

## 2.8 Analytics and Reporting

- Workday Prism Analytics

## 2.9 Platform and Product Extensions

- Workday Student
- Workday Extend

## 2.10 Specified Innovation Services

- Public Data
- Advanced Benchmarks (as part of Workday DaaS)
- Workday Graph (Skills Cloud)
- Finance Management ML GA Features\*\*
- Workday Assistant
- Benchmarking\*\*\*
- Workday Everywhere
- HCM Machine Learning Generally Available Features\*\*
- Learner Name
- Notification Designer

## 2.6 Professional Services Automation

- Project Billing
- Financial Performance Management
- Workday Adaptive Planning

- Workday Media Cloud (WMC)<sup>6\*</sup>

- Workday Journeys
- Public Learning Content
- Cloud Connect for Learning
- User Experience Machine Learning for Available Services\*\*
- Workday Help
- Spend Management ML\*\*
- Workforce and Pay ML Available Services\*\*
- Receipt Scanning for Expenses
- Supplier Invoice Automation Scanning
- People Analytics
- Recommended Interview Scheduling

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\* The AWS environments utilized for Media Cloud (software, data, text, audio, video, images or any other content that the Customer submits as part of a learning campaign within the Workday Learning Service) is not in-scope for this Report.

\*\* ML Based Innovation Services (Machine Learning Development Environments) may use AWS hosted environments for better functionality and Innovation. These MLDEs are included in the scope of this Report.

\*\*\* The AWS environments utilized for Benchmarking (non-tenanted, pseudonymized data) are not in-scope for this Report.

### 3 Verification Process - Background

V2.11 of the EU Cloud CoC has been developed against GDPR and hence provides mechanisms as required by Articles 40 and 41 GDPR<sup>7</sup>.

#### 3.1 Approval of the Code and Accreditation of the Monitoring Body

The services concerned passed the verification process by the Monitoring Body of the EU Cloud CoC, i.e., SCOPE Europe sprl/bvba<sup>8</sup>.

The Code has been officially approved in May 2021<sup>9</sup>. SCOPE Europe has been officially accredited as Monitoring Body in May 2021<sup>10</sup>. The robust and complex procedures and mechanisms can be reviewed by any third-party in detail at the website of the EU Cloud CoC alongside a short summary thereof.<sup>11</sup>

#### 3.2 Principles of the Verification Process

Notwithstanding the powers of and requirements set out by the supervisory authority pursuant to Article 41 GDPR, the Monitoring Body will assess whether a Cloud Service, that has been declared adherent to the Code, is compliant with the requirements of the Code - especially as laid down in the Controls Catalogue. Unless otherwise provided by the Code, the Monitoring Body's assessment process will be based on an evidence-based conformity assessment, based on interviews and document reviews; proactively performed by the Monitoring Body.

To the extent the Monitoring Body is not satisfied with the evidence provided by a CSP with regards to the Cloud Service to be declared adherent to the Code, the Monitoring Body will request additional information. Where the information provided by the CSP appears to be inconsistent or false, the Monitoring Body will - as necessary - request substantiation by independent reports.

#### 3.3 Multiple Safeguards of Compliance

Compliance of adherent services is safeguarded by the interaction of several mechanisms, i.e., continuous, rigorous, and independent monitoring, an independent complaints' handling process, and

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<sup>7</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679>

<sup>8</sup> <https://scope-europe.eu>

<sup>9</sup> <https://www.gegevensbeschermingsautoriteit.be/publications/decision-n05-2021-of-20-may-2021.pdf>

<sup>10</sup> <https://www.gegevensbeschermingsautoriteit.be/publications/decision-n-06-2021-of-20-may-2021.pdf>

<sup>11</sup> <https://euococ.cloud/en/public-register/assessment-procedure/>

finally any CSP declaring services adherent is subject to substantial remedies and penalties in case of any infringement.

### 3.4 Process in Detail

It is expected that, prior to any assessment of the Monitoring Body, each CSP assesses its compliance internally. When declaring its service(s) adherent to the EU Cloud CoC, each CSP must elaborate its compliance with each of the Controls as provided by the Code considering the Control Guidance, as provided by the Controls Catalogue, to the Monitoring Body.

The CSP may do so either by referencing existing third-party audits or certifications, their respective reports and by free text responses. Additionally, the CSP will have to provide a general overview of the functionalities, technical, organisational and contractual frameworks of the service(s) declared adherent.

With regards to internationally recognised standards, the Monitoring Body will consider the mapping as provided by the Controls Catalogue. However, the Monitoring Body will verify whether (a) any third-party certification or audit provided by the CSP applies to the Cloud Service concerned, (b) such third-party certification or audit provided by the CSP is valid, (c) such third-party certification or audit has assessed and sufficiently reported compliance with the mapped controls of the third-party certification or audit concerned. Provided that the aforementioned criteria are met, the Monitoring Body may consider such third-party certifications or audits as sufficient evidence for the compliance with the Code.

Within Initial Assessments, the Monitoring Body selects an appropriate share of Controls that will undergo in-depth scrutiny, e.g., by sample-taking and requesting further, detailed information including potentially confidential information. Within any other Recurring Assessment, the Monitoring Body will select an appropriate share of Controls provided that over a due period every Control will be subject to scrutiny by the Monitoring Body. Where applicable, aspects of current attention at the time of assessment shall be covered too, e.g., where such aspects were indicated in media reports, publications or actions of supervisory authorities.

If the responses of the CSP satisfy the Monitoring Body, especially if responses are consistent and of appropriate quality and level of detail, reflecting the requirements of the Controls and indicating appropriate implementation by the Control Guidance, then, the Monitoring Body verifies the service(s) declared adhered as compliant and thereupon, makes them subject to continuous monitoring.

### 3.4.1 Levels of Compliance

V2.11 of the Code provides three different levels of Compliance. The different levels of compliance relate only to the levels of evidence that are submitted to the Monitoring Body. There is, however, no difference in terms of which parts of the Code are covered, since adherent Cloud Services have to comply with all provisions of the Code and their respective Controls.

#### 3.4.1.1 First Level of Compliance

The CSP has performed an internal review and documented its implemented measures proving compliance with the requirements of the Code with regard to the declared Cloud Service and confirms that the Cloud Service fully complies with the requirements set out in this Code and further specified in the Controls Catalogue. The Monitoring Body verifies that the Cloud Service complies with the Code by information originating from the CSP.

#### 3.4.1.2 Second Level of Compliance

Additional to the “First Level of Compliance”, Compliance with the Code is partially supported by independent third-party certificates and audits, which the CSP has undergone with specific relevance to the Cloud Service declared adherent and which were based upon internationally recognised standards procedures. Any such third-party certificates and audits that covered controls similar to this Code, but not less protective, are considered in the verification process of the Monitoring Body. Each third-party certificates and audits that were considered in the verification process by the Monitoring Body shall be referred in the Monitoring Body’s report of verification, provided that the findings of such certificates were sufficiently and convincingly reported and documented towards the Monitoring Body and only to the extent such certificates and audits are in line with the Code. The CSP must notify the Monitoring Body if there are any changes to the provided certificates or audits.

The Controls Catalogue may give guidance on third-party certificates and audits that are equivalent to certain Controls in terms of providing evidence of complying with the Code.

However, to those Controls that the CSP has not provided any equivalent third-party certificate or audit, the Monitoring Body verifies that the Cloud Service complies with the Code by information originating from the CSP.

The Monitoring Body may refuse application of Second Level of Compliance if third-party certificates and audit reports, that are recognised by the Monitoring Body in the verification process concerned, are not covering an adequate share of Controls of this Code; such adequate share shall be subject to the discretion of the Monitoring Body, considering e.g., the share related to the overall amount of Controls of the Code or whether a full Section or topic is being covered.



### 3.4.1.3 Third Level of Compliance

Identical to the “Second Level of Compliance” but Compliance is fully supported by independent third-party certificates and audits, which the CSP has undergone with regard to the Cloud Service declared adherent and which were based upon internationally recognised standards.

To the extent a CSP refers to individual reports, such as ISAE-3000 reports, the CSP shall ensure that such reports provide sufficient and assessable information and details on the actual measures implemented by the CSP regarding the Cloud Service concerned. The Monitoring Body shall, if considered necessary, in consultation with the Steering Board, define further requirements on such individual reports, such as accreditation and training for auditors against the provisions and requirements of this Code.

### 3.4.2 Final decision on the applicable Level of Compliance

When declaring its Cloud Service adherent, the CSP indicates the Level of Compliance it is seeking to achieve. Any final decision, whether a CSP is meeting the requirements of a specific Level of Compliance is at the sole discretion of the Monitoring Body.

## 3.5 Transparency about adherence

Each service adherent to the EU Cloud CoC must transparently communicate its adherence by both using the appropriate Compliance Mark<sup>12</sup> and referring to the Public Register of the EU Cloud CoC<sup>13</sup> to enable Customers to verify the validity of adherence.

## 4 Assessment of declared services by Workday (see 2.)

### 4.1 Fact Finding

Following the declaration of adherence of Workday, Inc. and Workday Limited (**‘Workday’**), the Monitoring Body provided Workday with a template, requesting Workday to detail its compliance with each of the Controls of the EU Cloud CoC.

As this declaration is a renewal<sup>14</sup>, the Monitoring Body requested from Workday a confirmation that there has been no material change to the applicable technical and organisational and contractual framework. The Monitoring Body also requested from Workday a comparison of the declared Cloud Services of last year and this year as well as to explicitly indicate any Cloud Services that are no longer

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<sup>12</sup> <https://eucoc.cloud/en/public-register/levels-of-compliance/>

<sup>13</sup> <https://eucoc.cloud/en/public-register/>

<sup>14</sup> You can access the Verification Report(s) of previous year(s) via the following link(s): [Report 2022](#)

included in the Declaration of Adherence and, where applicable, provide the Monitoring Body with adequate reasons. To the extent the list of Cloud Services was extended, the Monitoring Body requested a confirmation, that any such additional Cloud Services are subject to the same technical, organisational and contractual framework as the original Cloud Services.

Workday promptly responded to the templates. Information provided consisted of references and list of actual measures meeting the requirements of each Control, a free text answer describing their measures, and a reference to third party audits and certifications, where applicable. This information was completed by the two confirmations requested by the Monitoring Body as well as a detailed comparison of the declared Cloud Services between last year and this year verification highlighting the changes and the reasons for them.

## 4.2 Selection of Controls for in-depth assessment

Following the provisions of the Code and the Assessment Procedure applicable to the EU Cloud CoC<sup>15</sup>, the Monitoring Body analysed the responses and information provided by Workday.

Workday's declared services have been externally certified and audited. Workday holds an ISO certificate, which is valid for the duration of the Declaration of Adherence, and the scope of registration includes all the declared services. The declaration of adherence referred to the respective ISO certification within the responses to Section 6 of the Code (IT Security). As provided by the Code, the Monitoring Body may consider third-party certifications and audits. Accordingly, the Monitoring Body verified the certification and references. Further in-depth checks were not performed, as provided third-party certifications adequately indicated compliance.

## 4.3 Examined Controls and related findings by the Monitoring Body

### 4.3.1 Examined Controls

The Monitoring Body reviewed the submission from Workday which outlined how all the requirements of the Code were met by Workday's implemented measures. In line with the Monitoring Body's process outlined in Section 3.4, the Monitoring Body selected a subset of Controls from the Code for in-depth scrutiny. In-depth scrutiny reflects sample taking and follow-up questions, whilst the latter may address requests for clarifications or more detailed information. The Controls selected for this level of review were: 5.1.A, 5.1.E, 5.2.E, 5.2.F, 5.2.G, 5.3.C, 5.3.D, 5.4.C, 5.4.E, 5.5.E, 5.7.A, 5.7.B, 5.7.C, 5.7.D, 5.9.B, 5.11.B, 5.11.C, 5.12.C, 5.12.D, 5.12.F, 5.13.A, 5.13.B, 5.14.E and 6.1.C.

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<sup>15</sup> <https://eucooc.cloud/en/about/about-eu-cloud-coc/applicable-procedures/>

### 4.3.2 Findings by the Monitoring Body

During the process of verification, Workday consistently prepared the Declaration of Adherence well and thoroughly. Workday's responses were detailed and never created any impression of intentional non-transparency. Requests for clarification, additional and supporting information, as well as relevant samples were promptly dealt with and always met the deadlines set by the Monitoring Body.

Related to the Monitoring Body's requests (see section 4.1), Workday indicated that no relevant changes to the Cloud Service Family were applied in regards of the implemented technical, organisational and contractual framework. Where additional Cloud Services were added, Workday provided explicit confirmation that such Cloud Services belong to the same Cloud Service Family.

A first area of focus was around subprocessor management. Workday has a defined mechanism to notify Customers of changes in subprocessors. The timelines for objection and/or exercising an alternative option, as well as the means to do so were confirmed by Workday's contractual documents. Workday's contractual agreements also included a provision ensuring that flow-down of the same data protection obligations and appropriate Technical and Organisational Measures throughout the full subprocessing chain would be implemented.

The Monitoring Body assessed Workday's mechanisms for the transfer of personal data to third countries. Workday relies on Adequacy Decisions, which are constantly monitored. For transfers to third countries that do not have an Adequacy Decision, Workday relies on Standard Contractual Clauses (SCCs) as a safeguard.

The procedures related to Customers' Audit Rights were assessed. The assessment focused on Workday's methodology to determine the costs of audits. Workday provided the Monitoring Body with an overview of its applicable hourly rate for providing support under its Customer Audit Program and confirmed that it reviews the unique requirements of the Customer before providing a fee quote based on the expected effort. Customers are requested to raise a Customer Care case so their individual audit requirements are taken into account before Workday provides a fee quote. In addition to the information provided in the contractual agreements, specific information on Customer's Audit Rights and how to exercise them are made available to the Customer through the Workday Community.

Another area of focus has been the enablement of Customers, with respect to Customers responding to Data Subjects Requests. Customers are provided with the possibility to do so through self-service functionalities. Workday confirmed that where Customers may need more information or support not covered by the self-service functionalities provided, Customers may submit cases to Workday Support via the Customer Center for additional support.

Procedures to deal with requests from Supervisory Authorities were assessed. Workday's contractual documents confirmed Workday's contractual obligations to notify Customers, where legally permissible. In addition to this, Workday has an internal procedure to operationalise actions to be taken when receiving requests from Supervisory Authorities, which includes the steps taken by Workday to deal with the respective requests internally and the relevant actions to be taken.

The Monitoring Body assessed the confidentiality obligations, as well as training requirements of Workday's personnel. Workday imposes a duty of confidentiality on its employees and contractors alike, which continue after the end of the respective agreements. In the same vein, Workday ensures an annual general privacy and security training for all its personnel, the contents of which are reviewed periodically to ensure applicability and relevancy.

The retention of Customer Data was also assessed. Data retention is governed by the terms of the contractual agreements established between Workday and the Customer. Offboarding processes, which includes deletion of the Customer's Personal Data, is triggered by Workday when a Customer decides against contract renewal or opts for retrieval of their data. Customers are provided with the opportunity to retrieve their data from within the Cloud Service before such deletion. Offboarding procedures also include documenting and tracking that Customer Personal Data has been effectively deleted.

## 5 Conclusion

The information provided by Workday were consistent. Where necessary, Workday gave additional information or clarified their given information appropriately.

The Monitoring Body therefore verifies the services as compliant with the EU Cloud CoC based on the performed assessment as prescribed in 0. The service(s) will be listed in the Public Register of the EU Cloud CoC<sup>16</sup> alongside this report.

In accordance with sections 3.4.1.2 and 3.4.2 and given the type of information provided by Workday to support the compliance of its service, the Monitoring Body grants Workday with a Second Level of Compliance.

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<sup>16</sup> <https://euococ.cloud/en/public-register/>

## 6 Validity

This verification is valid for one year. The full report consists of 13 pages in total, whereof this is the last page closing with the Verification-ID. Please refer to the table of contents at the top of this report to verify that the copy you are reading is complete, if you have not received the copy of this report via the Public Register of the EU Cloud CoC<sup>17</sup>.

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<sup>17</sup> <https://euoc.cloud/en/public-register/>