

Appendix – Specification of the Processing of Personal Data in conjunction with Cloud Services and IT Infrastructure Services

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1. CONTACT DETAILS

	Supplier	Customer
Name and Reg. No.		
Representative		
Data Protection Officer, if any		

2. Instructions

2.1. Brief description of the Service and the purposes of the processing

State all purposes for which personal data are to be processed by the supplier:

2.2 Categories of personal data

State what personal data are to be processed by the supplier

State what special categories of personal data are to be processed by the supplier (if any):

2.3 Categories of data subjects

State what categories of data subjects the supplier will process personal data for and to what extent:

2.4 Processing activities (storage, administration, combination of records, etc.)

State what processing will be performed by the supplier:

2.5 Location of personal data processing

State all countries where personal data may be stored and/or processed by the supplier:

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2.6 Use for the purposes of improving the Service

If the supplier is entitled to process personal data 'for the purposes of developing and improving the Service', this shall be expressly stated in the following completed table.

Specification of the categories of personal data that may be used for the purposes of improving services that the customer has ordered (e.g.: name, address):

This personal data shall be obtained from the following processing activities that the supplier performs on behalf of the customer (e.g.: backup, storage, troubleshooting):

And may only be used by the supplier for the purposes of improving and/or developing the following kinds of service or categories of service ordered by the customer (e.g.: the supplier's error handling process):

3. Security measures

State all organisational and technical security measures that are to be implemented by the supplier (the supplier's internal security policy shall be available on the website or another accessible location stated in the Specification):

3.1.1 Physical access control

Measures to prevent unauthorised persons from gaining physical access to IT systems where personal data are being processed:

3.1.2 Access control for systems

Measures preventing unauthorised persons from using IT systems:

3.1.3 Access control for personal data

Measures to ensure that people authorised to use the IT system are only granted access to personal data in accordance with the persons' set access rights:

3.1.4 Access control during transfers

Measures to ensure that personal data cannot be read, copied, altered or deleted without authorisation when being transferred by electronic means or during transfer to or storage on storage units, including measures to ensure that the recipient can be identified and cleared when personal data are transferred by electronic means:

3.1.5 Control of personal data entry

Measures to ensure that it can be subsequently reviewed and determined if and by whom personal data was entered, altered or deleted in the IT system:

3.1.6 Accessibility checks

Measures to ensure that personal data are protected against accidental destruction or loss:

3.1.7 Separation checks

Measures to ensure that personal data collected for different purposes can be processed separately:

3.1.8 Retention rules

Measures to ensure that personal data are deleted during and after the term of the Agreement when it is no longer necessary for the purposes for which the personal data are processed:

During the term of the Agreement: as soon as possible and at the latest within _____ from when the customer asked for the personal data to be erased.

After the Agreement has ceased to apply: see Sub-clause 8.2 of the Data Processing Agreement.

3.1.9 Security policy

State the supplier's internal security policy that applies to the processing of personal data, or alternatively refer to the website or other accessible location where the security policy is available:

3.1.10 Certifications, etc.

State any certification mechanisms or codes of conduct for data protection that the supplier has been granted or has undertaken to comply with:

4. Sub-processors approved in advance

The supplier is entitled to use the following sub-processors to process personal data under the Data Processing Agreement:

Name	Location of processing (country)