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DATA SHARING DOCUMENT

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THIS AGREEMENT is made the

BETWEEN:

- (1) <<Name of Disclosing Party>> registered in <<Country of Registration>> under number <<Company Number>> whose registered office is at] **OR** [of] <<insert Address>> (“Disclosing Party”)
- (2) <<Name of Receiving Party>> registered in <<Country of Registration>> under number <<Company Number>> whose registered office is at] **OR** [of] <<insert Address>> (“Receiving Party”)

WHEREAS:

- (1) The Disclosing Party carries on the business of <<insert description of business>> and agrees to disclose to the Receiving Party personal data.
- (2) The Receiving Party agrees to receive and process the personal data disclosed to it by the Disclosing Party subject to the terms of this Agreement.
- (3) This Agreement does not conflict with any obligations established by the Parties under other agreements.

IT IS AGREED as follows:

1. Definitions and Interpretation

1.1 In this Agreement, unless otherwise requires, the following expressions have the following meanings:

“Data Protection Legislation”

means all data protection legislation from time to time in force in the United Kingdom including, but not limited to, the Data Protection Act 2018, any legislation in force in the United Kingdom, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679 (“GDPR”)), as it forms part of the law in force in the United Kingdom, Scotland, and Northern Ireland and in any part of the European Union and in any part of the United Kingdom, and, where applicable, any code of practice issued by the Information Commissioner;

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“controller”
“data controller”
“data processor”
“data subject”
“personal data”
“processing”
“processor”
“personal data breach”
“special category personal data” and
“appropriate technical and organisational measures”

ings ascribed thereto in the Data
n;

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“Representatives”

either Party, its officers and
onal advisers or consultants
at Party, contractors or sub-
by that Party;

“Shared Personal Data”

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data [and special category
shared between the Parties under

“Stated Purposes”

set out in Schedule 1 for which
Data is to be shared;

“Term”

is Agreement, as set out in

1.2 Unless the context of

reference in this Agreement to:

1.2.1 “writing”, and
communicat
similar mean

ion, includes a reference to any
nic or facsimile transmission or

1.2.2 a statute or
provision as

e is a reference to that statute or
at the relevant time;

1.2.3 “this Agree
Schedules a

this Agreement and each of the
nted at the relevant time;

1.2.4 a Schedule i

ement; and

1.2.5 a Clause or
(other than t

ce to a Clause of this Agreement
graph of the relevant Schedule.

1.2.6 a "Party" or t

parties to this Agreement.

1.3 The headings used
no effect upon the in

r convenience only and shall have
ement.

1.4 Words imparting the

clude the plural and vice versa.

1.5 References to any g

other gender.

1.6 References to perso

tions.

2. **Stated Purposes**

2.1 This Agreement es

nk for the sharing of the Shared

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Personal Data between the Disclosing Party and the Receiving Party's controllers.

2.2 The Parties have determined that the sharing of the Shared Personal Data is necessary to <<insert name of the Disclosing Party>> for the purposes, aims, and benefits to individuals and/or society>>.

2.3 The Parties shall not use the Shared Personal Data for any purpose or in any way that is inconsistent with the Stated Purposes set out in Schedule 1.

2.4 The Shared Personal Data shall be disclosed by the Disclosing Party to the Receiving Party only to the extent that is reasonably necessary for the Stated Purposes, as set out in Schedule 1.

3. **Data Protection Compliance**

3.1 Each Party shall appoint a Data Protection Officer and/or at least one other of its Representatives to be responsible for all issues relating to the sharing of the Shared Personal Data in compliance with Data Protection Legislation (including, but not limited to, compliance with the handling of personal data breaches). The contact details of the Parties' appointed points of contact are as follows:

3.1.1 <<insert name of the Disclosing Party's Data Protection Officer>> and details of the Disclosing Party's point of contact

3.1.2 <<insert name of the Receiving Party's Data Protection Officer>> and details of the Receiving Party's point of contact

3.2 Both Parties shall ensure that their obligations as set out in this Agreement comply with applicable requirements of data subjects, and all other applicable requirements of Data Protection Legislation. This Agreement is in accordance with the requirements of Data Protection Legislation to relieve, remove, or replace either Party's obligations under Data Protection Legislation. Any material breach of the Data Protection Legislation by either Party shall, if not remedied within <<insert period>> of the other Party, give the other Party grounds to terminate this Agreement with immediate effect.

4. **The Shared Personal Data**

4.1 The Shared Personal Data shall be shared in accordance with any applicable restrictions relating to it agreed by the Parties in Schedule 1.

4.2 [No special category personal data shall be shared between the Parties.] OR [The Shared Personal Data shall not include special category personal data set out in Schedule 1.]

4.3 The Disclosing Party shall ensure that the Shared Personal Data is accurate and up-to-date prior to its disclosure to the Receiving Party.

4.4 The Parties shall use the Shared Personal Data only for the processing of the Shared Personal Data in accordance with the Stated Purposes.

5. **Shared Personal Data - Processing**

5.1 Both Parties shall ensure that their obligations as set out in this Agreement process the Shared Personal Data in accordance with applicable requirements of Data Protection Legislation.

5.2 Both Parties shall ensure that they have legitimate grounds for processing the Shared Personal Data in accordance with applicable requirements of Data Protection Legislation.

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5.3 The Disclosing Party shall ensure that the data subject consents in order to process the Shared Personal Data under this Agreement. In addition, the Disclosing Party shall ensure that data subjects are provided with the following information:

5.3.1 the purposes for which the Shared Personal Data is to be processed;

5.3.2 the legal basis for the processing of the Shared Personal Data for such purposes;

5.3.3 the fact that the Shared Personal Data may be transferred to a third party and the Disclosing Party shall ensure that the data subject is able to enable the data subject to understand the risks associated with such a transfer and any risks associated therewith; and

5.3.4 all other information required by Article 13 of the UK GDPR.

5.4 The Receiving Party shall ensure that the data subject consents in order to process the Shared Personal Data under this Agreement. In addition, the Receiving Party shall ensure that data subjects are provided with the following information:

5.4.1 the purposes for which the Shared Personal Data is to be processed;

5.4.2 the legal basis for the processing of the Shared Personal Data for such purposes; [and]

5.4.3 [in the event that the Shared Personal Data is to be transferred to a third party under Clause 5.3.3, the Receiving Party shall ensure that the data subject is able to enable the data subject to understand the risks associated with such a transfer and any risks associated therewith; and

5.4.4 all other information required by Article 14 of the UK GDPR.

6. The Rights of Data Subject

6.1 The Parties shall ensure that the data subject is complying with their respective obligations and the obligations of the data subject under the Data Protection Legislation. Such as:

6.1.1 consulting with the data subject in respect to information and notices provided to the data subject in relation to the Shared Personal Data;

6.1.2 informing the data subject of the receipt of data subject access requests and providing the data subject with assistance in complying with the same;

6.1.3 [not disclosing any Shared Personal Data in response to a data subject request without prior consultation with the other Party, where reasonably possible;]

6.1.4 assisting the data subject in making a subject request, at the cost of the data subject OR [at the cost of the other Party] in respect of the subject request.

6.2 Each Party shall maintain records of data subject requests received, the decisions made in relation to such requests, the information provided to the data subject, and shall include copies of the request, details of the response, where applicable, details of any further correspondence, telephone calls, or meetings relating to the request.

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shall ensure that the data subject consents in order to process the Shared Personal Data under this Agreement. In addition, the Disclosing Party shall ensure that data subjects are provided with the following information:

the purposes for which the Shared Personal Data is to be processed;

the legal basis for the processing of the Shared Personal Data for such purposes;

the fact that the Shared Personal Data may be transferred to a third party and the Disclosing Party shall ensure that the data subject is able to enable the data subject to understand the risks associated with such a transfer and any risks associated therewith; and

all other information required by Article 13 of the UK GDPR.

The Receiving Party shall ensure that the data subject consents in order to process the Shared Personal Data under this Agreement. In addition, the Receiving Party shall ensure that data subjects are provided with the following information:

the purposes for which the Shared Personal Data is to be processed;

the legal basis for the processing of the Shared Personal Data for such purposes; [and]

[in the event that the Shared Personal Data is to be transferred to a third party under Clause 5.3.3, the Receiving Party shall ensure that the data subject is able to enable the data subject to understand the risks associated with such a transfer and any risks associated therewith; and

all other information required by Article 14 of the UK GDPR.

The Parties shall ensure that the data subject is complying with their respective obligations and the obligations of the data subject under the Data Protection Legislation. Such as:

consulting with the data subject in respect to information and notices provided to the data subject in relation to the Shared Personal Data;

informing the data subject of the receipt of data subject access requests and providing the data subject with assistance in complying with the same;

[not disclosing any Shared Personal Data in response to a data subject request without prior consultation with the other Party, where reasonably possible;]

assisting the data subject in making a subject request, at the cost of the data subject OR [at the cost of the other Party] in respect of the subject request.

Each Party shall maintain records of data subject requests received, the decisions made in relation to such requests, the information provided to the data subject, and shall include copies of the request, details of the response, where applicable, details of any further correspondence, telephone calls, or meetings relating to the request.

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7. Data Retention and Deletion

7.1 Subject to sub-Clause 7.2, the Disclosing Party shall hold and process the Shared Personal Data necessary for the fulfilment of the Stated Purposes.

Party shall hold and process the Shared Personal Data necessary for the fulfilment of the Stated Purposes.

7.2 In the event that any retention periods apply to any of the Shared Personal Data, the Shared Personal Data shall be retained by the Receiving Party in accordance with such retention periods.

any retention periods apply to any of the Shared Personal Data, the Shared Personal Data shall be retained by the Receiving Party in accordance with such retention periods.

7.3 The Receiving Party shall not otherwise dispose of) the Shared Personal Data (or the relevant parts thereof) and any and all copies thereof or, on the written request of the Disclosing Party, return it to the Disclosing Party, subject to any legal requirements, in respect of any applicable personal data, in the following circumstances:

otherwise dispose of) the Shared Personal Data (or the relevant parts thereof) and any and all copies thereof or, on the written request of the Disclosing Party, return it to the Disclosing Party, subject to any legal requirements, in respect of any applicable personal data, in the following circumstances:

7.3.1 upon the termination of this Agreement; or

upon the termination of this Agreement; or

7.3.2 once the Stated Purpose has been fulfilled and it is no longer necessary to retain the Shared Personal Data (or the relevant parts thereof) in light of the Stated Purpose;

once the Stated Purpose has been fulfilled and it is no longer necessary to retain the Shared Personal Data (or the relevant parts thereof) in light of the Stated Purpose;

whichever is earlier.

7.4 All Shared Personal Data disposed of under this Agreement shall be deleted or otherwise disposed of using the following method(s): <<insert description of method(s)>>

All Shared Personal Data disposed of under this Agreement shall be deleted or otherwise disposed of using the following method(s): <<insert description of method(s)>>

7.5 Following the deletion or other disposal (as applicable), the Receiving Party shall, in writing, confirm to the Disclosing Party that the Shared Personal Data has been deleted or otherwise disposed of using the method(s) set out in sub-Clause 7.4.

Following the deletion or other disposal (as applicable), the Receiving Party shall, in writing, confirm to the Disclosing Party of the same in writing that the Shared Personal Data has been deleted or otherwise disposed of using the method(s) set out in sub-Clause 7.4.

8. Shared Personal Data Transfer

8.1 For the purposes of this Clause, the term "transfer of Shared Personal Data" shall refer to any sharing of Shared Personal Data by the Receiving Party with a third party. Such sharing shall not be limited to, the appointment of a third-party data processor or the sharing of Shared Personal Data with a third-party data controller.

For the purposes of this Clause, the term "transfer of Shared Personal Data" shall refer to any sharing of Shared Personal Data by the Receiving Party with a third party. Such sharing shall not be limited to, the appointment of a third-party data processor or the sharing of Shared Personal Data with a third-party data controller.

8.2 In the event that the Disclosing Party appoints a third-party data processor, it shall ensure that the processor complies with the requirements and omissions of the third party, and shall comply with Articles 28 and 30 of the UK GDPR.

In the event that the Disclosing Party appoints a third-party data processor, it shall ensure that the processor complies with the requirements and omissions of the third party, and shall comply with Articles 28 and 30 of the UK GDPR.

8.3 The Receiving Party shall ensure that any transfer of Shared Personal Data outside of the UK is carried out in accordance with the requirements of this Clause.

The Receiving Party shall ensure that any transfer of Shared Personal Data outside of the UK is carried out in accordance with the requirements of this Clause.

9. Shared Personal Data Security

9.1 The Disclosing Party shall ensure that Shared Personal Data is transferred to the Receiving Party using the following method(s): <<insert description of the secure transfer method(s)>>

The Disclosing Party shall ensure that Shared Personal Data is transferred to the Receiving Party using the following method(s): <<insert description of the secure transfer method(s)>>

9.2 Both Parties shall ensure that appropriate technical and organisational measures are in place to protect Shared Personal Data against the unauthorised or unlawful processing of, and against the accidental loss or destruction of, or damage to, the Shared Personal Data, taking into account the state of technological

Both Parties shall ensure that appropriate technical and organisational measures are in place to protect Shared Personal Data against the unauthorised or unlawful processing of, and against the accidental loss or destruction of, or damage to, the Shared Personal Data, taking into account the state of technological

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12.2.3 evaluating whether the Disclosing Party's processing of Shared Personal Data is necessary for the purposes of the Data Protection Legislation and the Data Protection Agreement.

data breaches affecting the Shared Personal Data in accordance with this Agreement

12.3 Each Party shall have the right to suspend or terminate its processing of Shared Personal Data and to terminate this Agreement if it considers that the other Party is not processing that Shared Personal Data in accordance with the Data Protection Legislation or this Agreement.

the other Party's arrangements for processing Shared Personal Data and to terminate this Agreement if the other Party is not processing that Shared Personal Data in accordance with the Data Protection Legislation or this Agreement.

13. **Resolution of Disputes with the Information Commissioner**

Resolution of Disputes with the Information Commissioner

13.1 In the event of a dispute between the Parties arising out of the processing of Shared Personal Data, either Party may refer the dispute to the Information Commissioner's Office for resolution. The Parties agree to attempt to resolve such disputes or complaints amicably in a timely manner.

by a data subject or the Information Commissioner's Office in connection with the processing of Shared Personal Data, either Party will inform each other about any such dispute or complaint and will attempt to resolve the dispute with a view to settling them amicably in a timely manner.

13.2 The Parties agree to participate in any dispute resolution procedure initiated by either Party, provided that they do participate in such a procedure if they do so (such as by telephone or in writing). The Parties also agree to consider participating in any dispute resolution procedure initiated by the Information Commissioner.

any dispute resolution procedure initiated by either Party, provided that they do participate in such a procedure if they do so (such as by telephone or in writing). The Parties also agree to consider participating in any dispute resolution procedure initiated by the Information Commissioner.

13.3 Each Party shall accept the jurisdiction of the competent court of the Disclosing Party's jurisdiction or the Information Commissioner.

the competent court of the Disclosing Party's jurisdiction or the Information Commissioner.

14. **Warranties**

14.1 Each Party hereby warrants that it shall:

that it shall:

14.1.1 hold and process Shared Personal Data in compliance with the Data Protection Legislation and any other applicable laws, enactments, regulations, or similar applicable instruments;

hold and process Shared Personal Data in compliance with the Data Protection Legislation and any other applicable laws, enactments, regulations, or similar applicable instruments;

14.1.2 respond with reasonable promptness to any enquiries from the Information Commissioner's Office relating to the processing of Shared Personal Data;

respond with reasonable promptness to any enquiries from the Information Commissioner's Office relating to the processing of Shared Personal Data;

14.1.3 respond to any requests from the Information Commissioner in accordance with the Data Protection Legislation;

respond to any requests from the Information Commissioner in accordance with the Data Protection Legislation;

14.1.4 if applicable, pay any administrative fees to the Information Commissioner;

pay any administrative fees to the Information Commissioner;

14.1.5 take all appropriate technical and organisational measures to ensure compliance with the security requirements of the Data Protection Agreement.

take all appropriate technical and organisational measures to ensure compliance with the security requirements of the Data Protection Agreement.

14.2 The Disclosing Party warrants that the Shared Personal Data will be processed in accordance with the Data Protection Legislation and the Data Protection Agreement.

undertakes that it is authorised to process Shared Personal Data on behalf of the Receiving Party and that the Shared Personal Data will be processed in accordance with the Data Protection Legislation and the Data Protection Agreement.

14.3 The Receiving Party warrants that it shall not transfer any of the Shared Personal Data to any third party outside the UK.

undertakes that it shall not transfer any of the Shared Personal Data to any third party outside the UK.

14.4 Except as expressly stated otherwise in this Agreement, all other warranties, conditions, terms, and terms, whether written or oral, are hereby excluded.

Except as expressly stated otherwise in this Agreement, all other warranties, conditions, terms, and terms, whether written or oral, are hereby excluded.

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15. Indemnity

Subject to the provisions against any cost, charge, indemnified Party arising from Representatives') breach provided that the indemnifying Party shall give notice of any such claim, the indemnifying Party shall manage, defend, and/or settle

the indemnifying Party shall indemnify the other Party for any loss, suffered or incurred by the indemnified Party with the indemnifying Party's (or its Representatives') breach of the Legislation or this Agreement, the indemnifying Party with prompt notice of any such claim, the indemnifying Party shall manage, defend, and/or settle the circumstances giving rise to the claim, and the sole authority to

16. Limitation of Liability

16.1 Subject to sub-Clause 16.2, the indemnifying Party shall be liable for tort (including negligence, misrepresentation (including any direct or indirect loss, turnover, reputation damage, savings or wasted expenditure in relation to any other

the indemnifying Party shall be liable, whether in contract, tort (including negligence, statutory duty howsoever arising), restitution, or otherwise, for any direct or indirect loss, turnover, reputation damage, savings, business opportunity, revenue, or indirect loss of anticipated profit or indirect loss or liability under or

16.2 Neither Party shall be liable for fraud or fraudulent misrepresentation, breach of any obligation under the Consumer Credit Act 1974 or Section 2 of the Consumer Services Act 1982, or any other matter for which it would be liable

the other Party for fraud or fraudulent misrepresentation, breach of any obligation under the Consumer Credit Act 1974 or Section 2 of the Consumer Services Act 1982, or any other matter for which it would be liable to exclude liability.

16.3 Nothing in sub-Clause 16.2 shall prevent claims for direct financial loss that are not excluded under the provisions set out therein or for tangible property or physical damage

claims for direct financial loss that are not excluded under the provisions set out therein or for tangible property or physical damage

17. No Partnership or Agency

17.1 Nothing in this Agreement shall constitute or authorise either Party to be an agent of the other Party.

any partnership or joint venture with the other Party, or as an agent of the other Party, or any commitments for or on behalf of the other Party.

17.2 Each Party hereby represents and warrants that it is acting on its own behalf and not for the benefit of any other

on its own behalf and not for the benefit of any other

18. Non-Assignment of Agreement

Neither Party may assign, sub-contract, or in any other manner make available to any third party the rights or obligations under this Agreement without the prior written consent of the other Party, which consent not to be unreasonably withheld.

Neither Party may assign, sub-contract, or in any other manner make available to any third party the rights or obligations under this Agreement without the prior written consent of the other Party, which consent not to be unreasonably withheld.

19. Entire Agreement

This Agreement contains the entire agreement between the Parties with respect to its subject matter and may not be varied or amended orally. The duly authorised representative of each Party has signed this Agreement in writing signed by

This Agreement contains the entire agreement between the Parties with respect to its subject matter and may not be varied or amended orally. The duly authorised representative of each Party has signed this Agreement in writing signed by

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20. **Variation**

No variation of or addition to this Agreement shall be effective unless in writing signed by each of the Parties or by its duly authorised officer on its behalf.

No variation of or addition to this Agreement shall be effective unless in writing signed by each of the Parties or by its duly authorised officer on its behalf.

21. **No Waiver**

No failure or delay by either Party in exercising its rights under this Agreement shall be deemed to be a waiver by either Party of a breach of any provision of this Agreement or a breach of the same or any other provision of this Agreement.

No failure or delay by either Party in exercising its rights under this Agreement shall be deemed to be a waiver by either Party of a breach of any provision of this Agreement or a breach of the same or any other provision of this Agreement.

22. **Severance**

The Parties agree that, if any provision of this Agreement is found to be unenforceable, that or those provisions shall be deemed severed from the remainder of this Agreement and the remainder shall remain enforceable.

The Parties agree that, if any provision of this Agreement is found to be unenforceable, that or those provisions shall be deemed severed from the remainder of this Agreement and the remainder shall remain enforceable.

23. **Communication**

23.1 All notices under this Agreement shall be in writing and be deemed duly given if signed by the Party to whom they are addressed or by a duly authorised officer thereof, as appropriate.

23.1 All notices under this Agreement shall be in writing and be deemed duly given if signed by the Party to whom they are addressed or by a duly authorised officer thereof, as appropriate.

23.2 Notices shall be deemed to have been given:

23.2 Notices shall be deemed to have been given:

23.2.1 when delivered by hand to the recipient or by a courier or other messenger (including overnight delivery) during business hours of the recipient; or

23.2.1 when delivered by hand to the recipient or by a courier or other messenger (including overnight delivery) during business hours of the recipient; or

23.2.2 when sent, by email or by facsimile transmission and a successful connection is generated; or

23.2.2 when sent, by email or by facsimile transmission and a successful connection is generated; or

23.2.3 on the fifth business day following mailing, if mailed by national ordinary mail; or

23.2.3 on the fifth business day following mailing, if mailed by national ordinary mail; or

23.2.4 on the tenth business day following mailing, if mailed by airmail, postage prepaid.

23.2.4 on the tenth business day following mailing, if mailed by airmail, postage prepaid.

23.3 All notices under this Agreement shall be addressed to the most recent address, facsimile number or email address notified to the other Party.

23.3 All notices under this Agreement shall be addressed to the most recent address, facsimile number or email address notified to the other Party.

24. **Third Party Rights**

Unless expressly stated otherwise, this Agreement does not give rise to any rights in third parties under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

Unless expressly stated otherwise, this Agreement does not give rise to any rights in third parties under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

25. **[Consideration**

The Receiving Party accepts the payment of £1 from the Issuing Party in consideration of the Issuing Party's agreement to the terms of this Agreement in consideration of the payment of £1 from the Receiving Party hereby acknowledged.]

The Receiving Party accepts the payment of £1 from the Issuing Party in consideration of the Issuing Party's agreement to the terms of this Agreement in consideration of the payment of £1 from the Receiving Party hereby acknowledged.]

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26. **Law and Jurisdiction**

26.1 This Agreement (including any amendments made to it) shall be governed by, and construed in accordance with, the law of England and Wales.

26.2 Any dispute, controversy or claim between the Parties relating to this Agreement (including any amendments made to it) shall be referred to and finally determined by arbitration within the jurisdiction of the courts of England and Wales.

SIGNED for and on behalf of the D
<<Name and Title of person signing>>

Authorised Signature

Date: _____

SIGNED for and on behalf of the F
<<Name and Title of person signing>>

Authorised Signature

Date: _____

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Technical and Organisational Data Protection Measures

The following are the technical and organisational data protection measures referred to in Clause 9:

data protection measures referred

1. Each Party shall ensure that appropriate security measures to a standard of

Shared Personal Data, it maintains

1.1 the nature of the Shared Personal Data which is to be protected; and

with is to be protected; and

1.2 the potential harm which might be caused by unauthorised or unlawful processing of, or the accidental loss of, the Shared Personal Data.

unauthorised or unlawful processing of, or the accidental loss of, the Shared Personal Data.

2. In particular, each Party shall ensure that it has in place, and controls, the following:

policy which:

2.1 have in place, and controls, the following:

2.1.1 defines security measures to be implemented;

policy which:

2.1.2 allocates responsibility for implementing the policy to a specific individual [(s) or (es)];

representing the policy to a specific individual [(s) or (es)];

2.1.3 is provided to all relevant personnel before the commencement of this Agreement;

before the commencement of this

2.1.4 is disseminated to all relevant representatives (and other staff, if applicable);

representatives (and other staff, if applicable);

2.1.5 provides a mechanism for monitoring and review.

and review.

2.2 ensure that appropriate firewalls and virus protection are in place to protect the hardware used in processing the Shared Personal Data in accordance with best industry practice;

firewalls and virus protection are in place to protect the hardware used in processing the Shared Personal Data in accordance with best industry practice;

2.3 prevent unauthorised access to Shared Personal Data;

Shared Personal Data;

2.4 protect the Shared Personal Data by pseudonymisation, where it is practical to do so;

pseudonymisation, where it is

2.5 ensure that its storage and processing practice such that Shared Personal Data (including paper records) are stored in secure locations and are monitored and controlled;

Shared Personal Data conforms with best industry practice such that Shared Personal Data (including paper records) are stored in secure locations and are monitored and controlled;

2.6 have secure methods of transfer of Shared Personal Data whether in physical form (for example using couriers rather than post) or electronic form (for example using encryption);

transfer of Shared Personal Data whether in physical form (for example using couriers rather than post) or electronic form (for example using encryption);

2.7 password protect all Shared Personal Data is stored, and ensure that passwords are secure (e.g. they contain letters, special characters etc.); and that passwords are changed regularly in appropriate circumstances;

password protect all Shared Personal Data is stored, and ensure that passwords are secure (e.g. they contain letters, special characters etc.); and that passwords are changed regularly in appropriate circumstances;

2.8 [not allow the storage of Shared Personal Data on any mobile devices such as laptops or tablets unless such devices are kept on its premises at all times;]

Shared Personal Data on any mobile devices such as laptops or tablets unless such devices are kept on its premises at all times;]

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- 2.9 take reasonable steps to ensure the security of the Shared Personal Data
- 2.10 have in place methods for dealing with breaches of security (including loss, damage or destruction of Shared Personal Data) including:
 - 2.10.1 the ability to identify individuals who have worked with specific Shared Personal Data
 - 2.10.2 having a procedure for investigating and remedying breaches of security
 - 2.10.3 notifying the relevant individuals if any such security breach occurs.
- 2.11 have a secure procedure for the collection, storage and storing back-up of electronic Shared Personal Data
- 2.12 have a secure method for the disposal of unwanted Shared Personal Data including for back-up equipment; and
- 2.13 adopt such organisational and technological processes and procedures as are necessary to comply with the requirements of ISO/IEC 27001:2013, as applied to the Shared Personal Data

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ity of personnel who have access to Shared Personal Data

dealing with breaches of security (including loss, damage or destruction of Shared Personal Data) including:

Individuals who have worked with specific Shared Personal Data

for investigating and remedying breaches of security

any such security breach occurs.

electronic Shared Personal Data

unwanted Shared Personal Data

redundant equipment; and

and technological processes and procedures as are necessary to comply with the requirements of ISO/IEC 27001:2013, as applied to the Shared Personal Data