

Hurst Knoll St James' CE Primary School

Inspiring Faith and Learning for Life

Data Processing Agreement



THIS AGREEMENT is effective from **25.05.18**

BETWEEN

- (1) **Hurst Knoll St James' CE Primary School** and
- (2) **[Insert Company/Name] (Data Processor)**

GDPR applicable from 25th May 2018 for the entire length of a valid SLA/agreement

- The data processor is authorised to process, on behalf of the data controller, the personal data necessary to provide their service to school
- The necessary data will be made available by the data controller
- Information held will be solely for the purpose of the contract
- The data processor shall guarantee the confidentiality of the data held/processed under the contract
- If any sub-processors are required, the data controller must be informed in advance of proposed changes
- The data processor shall assist the data controller with requests to exercise the rights of data including access, erasure, restriction and objection
- The data processor must reply on behalf of the data controller, and within the time limits laid down under GDPR, subjects requests to exercise their rights
- The data processor shall notify the data controller of any infringement of personal data immediately. The DPO or data controller will then notify the relevant authorities
- The data processor shall assist the data controller in performing a data protection impact assessment where necessary

The data processor, as outlined under Article 32 of the GDPR, will implement the following security measures.

- Encryption of any personal data held
- Ensure the ongoing of confidentiality, integrity, availability and resilience of processing systems and services
- Restore the availability of and access to personal data within an appropriate time period
- Regularly test effectiveness of organizational measures to ensure safety of processing and storing personal data
- The data processor shall make available to the data controller any information/documentation that may be required to complete relevant audits/inspections
- Upon completion of related services the data processor will destroy all data held or return it to the data controller and confirm in writing that this is the case

In accordance with Article 37 of GDPR the designated DPO for Hurst Knoll St James' CE Primary School is MaryAnn Davison dpo@hurstknollschool.org.uk.

Signed:
Print Name:
Authorised signatory on behalf of the Data Controller:
Date:

Signed: _____
Print Name: _____
Authorised signatory on behalf of the Data Processor: (Company Name)

Date: