[Company name]

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Data Processing Agreement

Between [Company name] (the Controller) and [Processor name] (the Processor)

1. Purpose

This agreement sets out how the Processor handles personal data on the Controller's behalf under the main agreement dated [date] (the Main Agreement). It forms part of the Main Agreement.

2. Details of processing

Subject matter	[e.g. payroll processing / customer support]
Duration	For the term of the Main Agreement, plus deletion as below.
Data types	[e.g. names, email addresses, order history]
Data subjects	[e.g. customers, employees]

3. Processor obligations

1. Process personal data only on the Controller's documented instructions.
2. Ensure everyone authorised to process the data is bound by confidentiality.
3. Implement appropriate technical and organisational security measures.
4. Not engage sub-processors without the Controller's prior written consent.
5. Assist the Controller with data-subject requests and regulatory duties.
6. Delete or return all personal data at the end of the Main Agreement, at the Controller's choice.
7. Make available the information the Controller needs to demonstrate compliance, and allow reasonable audits.

4. International transfers

The Processor does not transfer personal data outside [country/region] without the Controller's prior written consent and appropriate safeguards.

5. Breach notification

The Processor notifies the Controller without undue delay (and within [48] hours) after becoming aware of a personal data breach, with all relevant details.

6. Liability and term

Liability follows the Main Agreement. This agreement lasts as long as the Processor holds personal data for the Controller.

Sign-off

Controller name	Controller signature	Date

Sign-off

[Company name]

Processor name	Processor signature	Date

Important: data protection law differs by jurisdiction (for example the EU GDPR, UK GDPR, and US state laws each have their own rules). This is a general template, not legal advice. Have a qualified lawyer review it against the laws that apply to you. Delete this notice before circulating the finished document.