![KoffeeKlatch - Your contracts, GDPR & IR35]

If our Booking means that the supplier of Services will need to use personal data about any individuals based in the UK on behalf of the client/hirer, then we must have written data processing instructions to comply with UK GDPR and the Data Protection Act 2018.

Either party (Client or Supplier) can update this information at any time by updating this form and emailing the other party another copy, or by emailing the other party alterations to the information.

In this form -

"Data Processor"	is the supplier of Services (e.g. VA, Web Designer, Trainer, Bookkeeper, Coach, etc);
"Data Sub-Processor"	is an associate or sub-contractor working for the Data Processor;
"Data Controller"	is the Client or Hirer;
"platforms"	are software and other processing platforms (such as apps);
"Booking"	is the project or assignment set out in the accompanying Booking form.
"personal data"	means information about an identifiable living individual.

TO BE COMPLETED BY THE DATA PROCESSOR (SUPPLIER) OR DATA SUB-PROCESSOR (SUPPLIER)

1. **Data Processor/Sub-Processor business name:**	Enter
a. **Main address (if a company registered address):**	Enter
b. **Official Registration Number (if any):**	Enter
2. **Data Processor/Sub-Processor business type:**	Enter *ADVICE NOTE: Review Part 1.A and Section A of the ICO Reference Document to create a short description of your business – examples might include Virtual Assistant, or Web Designer, or Bookkeeper, or Coach.*
3. **Are any sub-processors to be used by the Data Processor/Sub-Processor working on this data?**	Choose Yes or No

UK TO UK DATA PROCESSING FORM

4. **If YES, please list the name(s), addresses (including country), positions of the people and a brief description of which elements of the processing they will be doing. You can use a separate sheet or expand the field alongside this box**

   Enter

5. **Will data processing activity <u>always</u> be done by people based in the UK?**

   Choose Yes or No

   ADVICE NOTE: If "No", then you need the <u>Cross Border pack</u> (separate pack).This form is not adequate in those circumstances.

TO BE COMPLETED BY OR WITH THE DATA CONTROLLER/CLIENT

(Please specify your answers in the right-hand column; or enter N/A if not applicable)

6. **Data Controller business name:**

   Enter

   a. **Main address (if a company registered address):**

   Enter

   b. **Official Registration Number (if any):**

   Enter

7. **Data Controller business type:**

   Enter

   ADVICE NOTE: Review Part 1.A and Section A of the ICO Reference Document to create a short description of your business

8. **Please share a link to the Data Controller's Data Privacy Policy:**

   Enter

   ADVICE NOTE: If Data Controller does not have a Data Privacy Policy, one can be purchased from KoffeeKlatch <u>https://www.koffeeklatch.co.uk/store/product/gdpr-data-privacy-policy/</u>

9. **Data Processing activities: Briefly specify the functions or activities relevant to the data transfers**

   Enter

   ADVICE NOTE: Please review Part 1.B and Section B of the ICO Reference Document. Use as many items as you need from B:1 and B:2 to describe the activities being supported. If that is already covered in the proposal you can refer to the proposal.

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10.	**Data subjects: the personal data transferred concern these categories of data subject**	Enter *ADVICE NOTE: Choose one or more from Section D of the ICO Reference Document.*
11.	**Categories of data: the personal data transferred concern these categories of data**	Enter *ADVICE NOTE: Choose one or more from Section E of the ICO Reference Document.*
12.	**Special categories of data (if appropriate): the personal data transferred concern the following special categories of data.**	Enter *ADVICE NOTE: Choose one or more from Section F of the ICO Reference Document, or if none please enter NONE having reviewed the list.*
13.	**Processing operations: the Data Processor/Sub-Processor will be required to carry out the following operations on transferred personal data**	Enter *ADVICE NOTE: You need to specify what processing, how often, and for how long? Choose one or more processing operations from Section G of the ICO Reference Document.* *How long for, and how often? You can say: "See instructions in the Booking Form" or "as per Proposal" or "see SLA", depending on how you have specified the work, or you can type in here -"this is a one-off task" or "this is a monthly task" or whatever*
14.	**Technical and organisational security measures: the Data Processor/Sub-Processor is required to implement the following security measures with respect to transferred personal data**	Enter *ADVICE NOTE: If the Data Controller has existing security instructions that are to be applied, please reference them here. If none exist, we recommend using the KoffeeKlatch Data Security Instructions, attaching a copy to the contract bundle, and stating here "Implement the attached Data Security Instructions"*
15.	**For sub-processor who are not listed in 5 (above) we need the following period of time to authorise additional ones before they may be used.**	Enter
16.	**If Client wishes Supplier to keep Client's 3rd party information on its systems for longer than the 6 weeks, please specify the period.**	Enter

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| 17. | Which UK country's legal system and courts do you want to handle disputes about data subject rights? | Choose one |

This Data Processing Form is to be read alongside all the other documents that will form part of our contract. The Security Instructions referenced in field number 15. and the UK Data Contractual Clauses also form part of our contract.

To give us the basis for complying with UK GDPR, we must both complete the information on this Form and sign it – this needs to be done for it to be lawful to start work involving any processing of personal data. So delay in completing and signing this form may delay the start of our project.

CHECKLIST: we have seen and understand that the following documents form part of our agreement:

1. **Terms of Business or Hiring/Booking Agreement**
2. **Booking Form (and we have signed that)**
3. **This Data Processing Form**
4. **The Security Rules specified in field number 15**
5. **The UK Data Contractual Clauses**

Client/Data Controller

Signature	
Print name	Enter
Date	Enter

Supplier/Data Processor/Sub-Processor

Signature	
Print name	Enter
Date	Enter