**Third Party Data Protection Agreement**

The British Sleep Society (BSS) recognises the importance of protecting personal data and takes data protection very seriously. As a data controller, BSS has a duty to protect the data we hold and manage, and to ensure that personal information is collected, stored and used fairly in accordance with current data protection laws.

**Supply of Data to third Party Organisations**

1. **Compliance expectations**

In supplying data to your organisation we expect that:

* Data are used only for the purpose of [*EXAMPLE – HOTEL ROOMING FOR THE EVENT*]
* Data are stored safely in a secure location
* Data are not unlawfully disclosed to any external parties/organisations
* Data are handled in accordance with GDPR
* Data are securely removed/deleted once [*EXAMPLE – THE EVENT*] has finished and the data are no longer needed.
1. **Data to transfer**

[*EXAMPLE – NAME, TELEHPONE NUMBER, EMAIL ADDRESS, ROOMING REQUIREMENTS, DIETARY REQUIREMENTS*]

1. **Data transfer process**

[*EXAMPLE - DATA TO BE STORED IN .CSV FILE(S) THAT WILL THEN BE PASSWORD ENCRYPTED AND EMAILED TO XXXXXX. THE PASSWORD WILL BE SENT IN A SEPARATE EMAIL.]*

1. **End of data use**

[*EXAMPLE – ONE WEEK AFTER THE EVENT*]

1. **Data Protection roles**

The Parties acknowledge that for the purposes of Data Protection:

BSS are the controllers of the Data

[*THIRD PARTY ORGANISATION*] are the processors of the data

1. **Lawful processing**

The Parties are satisfied that the legal basis for sharing the Data are [*EXAMPLE – CONTRACTUAL*].

As a 3rd party organisation using our data, please sign, print and date the section below to say that you have read and understood this agreement, and that you will adhere to the above, in accordance with data protection law.

On behalf of BSS (Data Controller)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of [*THIRD PARTY ORGANISATION*] (Data Processor)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BSS reserves the right to seek legal advice if this agreement is breached or if we feel data are being handled and used inappropriately.