

West Exmoor Federation



Data Processing Agreement

Version 2.1

Document Date: May 2024

West Exmoor Federation

(Lynton CE Primary)

(Parracombe CE Primary)

(Kentisbury Primary)

If you require help in the interpretation of this document, contact DPO, Gary Brock at
gary@gbrocksolutions.org

This agreement is effective from : <insert date>

between

- 1. West Exmoor Federation (Data Controller)**
- 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 West Exmoor Federation
- 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.

Signed:

Print Name: **JAYNE PEACOCK**

Executive Headteacher

on behalf of West Exmoor Federation

Signed:

Print Name:

on behalf of <Provider Name>

{JOB TITLE}

A copy of this agreement will be held by both sides