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| Data processing checklist | |
| Has the personal data been processed in accordance with the instructions set out in the Data Processing Agreement? | Yes  No  If no, state the reasons: |
| Is the personal data to be processed relevant to the purpose?  *It must be ensured that only personal data which is necessary in relation to the purpose is processed.* | ☐ Yes  ☐ No  If no, state the reasons: |
| Is the processing of personal data organised in such a way that routines are in place to protect the personal data against distortion or deletion?  *This includes whether measures have been taken to preserve data integrity.* | Yes  No  If no, state the reasons: |
| Is the personal data stored in such a way that it is impossible to identify natural persons outside the period during which it may be relevant to the purpose?  *Has the personal data, for instance, been pseudonomised in the period during which it may not be necessary to relate the data to an identifiable person?* | Yes  No  If no, state the reasons: |

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| Control of access rights | |
| *Must be followed-up by controlling the access log. In the event that the selected method of storage cannot monitor access, the following must be answered instead.* | |
| Do any persons other than those specified in the Data Processing Agreement instructions have access to the personal data? | Yes  No  If no, state the reasons: |
| Do the persons who have access to the personal data require this access in order to be able to process the data processing task? | Yes  No  If no, state the reasons: |
| Are the Sub-processors, which the Data Processor has engaged subject to the written consent of the Data Controller, the only Sub-processors to have access to the personal data? | Yes  No  If no, state the reasons: |
| Do the Sub-processor who are granted access to the personal data still serve an objective purpose? | Yes  No  If no, state the reasons: |

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| Data control | |
| Is the personal data stored in a safe manner and have the guidelines for the storage of personal data, if any such guidelines have been specified by the Data Processor, been complied with? | Yes  No  If no, state the reasons: |
| Is protection provided against the unauthorised copying of personal data? | Yes  No  If no, state the reasons: |

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| Control of data deletion | |
| *Must be confirmed when the Data Processor’s handling of the personal data has ceased – cf. the date provided in the Data Processing Agreement instructions.* | |
| Has the handling of the personal data ceased on the end date stipulated in the Data Processing Agreement instructions? | Yes  No  If no, state the reasons: |
| If no:   * Have the Data Controller and Data Processor formed a written agreement on extending the period during which the Data Processor is to handle the personal data? | Yes  No  If no, state the reasons: |
| If yes:   * Has the personal data been deleted or returned as specified by the Data Controller? | Yes  No  If no, state the reasons: |

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| Inspection of Sub-processors |
| *If the Data Controller and Data Processor has entered into a written agreement on the Data Processor engaging one or more Sub-processor(s), the Data Processor must ensure that the Sub-processor(s) undergo inspection.*  *The Data Processor must obtain documentation from the Sub-processor within the following areas (the documentation must be attached to the checklist when submitted to the Data Controller):* |
| Control of data processing |
| Control of personal data access rights |
| Data control – including the deletion and return of data after termination |
| Inspection of the organisational security measures implemented, including instructions for ad hoc work stations |

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| Signature, Data Processor: |
| I the undersigned solemnly declare that the above information is true and correct.  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert name and title of authorised signatory] |

***Upon completion, the checklist must be returned to the Data Controller's technical and administrative contact, cf. clause 12 of the Data Processing Agreement.***