Controller’s Instructions for Processing Personal Data

In addition to what is already stated in the Personal Data Processing Agreement, the Personal Data Processor must also follow the following Instructions:

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| 1. Purpose, object and species |
| [Describe briefly the purpose of the processing, the subject matter of the Processing and the nature of the Processing of the Personal Data that the Processor(s) will Process.  Example 1;   * All Personal Data in the xxx system for support purposes and for technical maintenance and backup.] |
| 2. The processing includes the following types of Personal Data |
| [Please specify which Personal Data Processor(s) will have access to.  Example 1 l;  Personal data in the system consists of:   * First and last names * Personal identification number * E-mail * User name * XXX   The Data Processor(s) is also responsible for transferring the following data to systems via technical integration:   * XXX * XXX] |
| 3. The processing includes categories of Registered |
| [Specify the categories of Data Subjects whose Personal Data Processor(s) have access to or will Process.  Example 1;   * Co-workers * Students * Consultants |
| 4. Specify specific processing requirements regarding the Processing of Personal Data carried out by the Processor(s) |
| [Add clarifications where appropriate, e.g. regarding thinning.  Example 1;   * Personal data must be erased after x years. * Backups must not be kept for longer than x years. * The assistant may only publish information on website x containing first names.   Example 2;   * See Main Agreement item x.x] |
| 5. Specify specific technical and organisational security measures regarding the Processing of Personal Data carried out by the Processor(s) |
| [Add clarifications if applicable.  Example 1;   * The assistant shall comply with the requirements set out on the basis of the Data Controller’s information classification and report their status upon request.   Example 2;   * See Main Agreement item x.x] |
| 6. Specify specific requirements for Loging with regard to Processing of Personal Data and who shall have access to it |
| [Add clarifications if applicable.  Example 1;   * The logs shall be shown; XXX   Example 2;   * No special requirements other than those set out in the Main Agreement.] |
| 7. Location and Transfer of Personal Data to Third Countries |
| [Add clarifications if applicable.  Example 1;   * Personal data may only be processed by a processor established within the Union.   Example 2;   * Only the following personal data may be transferred to third countries: XXX |
| 8. Other Instructions regarding Processing of Personal Data by the Assistant(s) |
| [Add clarifications if applicable.  Example 1;   * Establish remote access to the Controller’s system to investigate and remedy technical problems; and |

Signature of instructions by the Controller

Place Date

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Signature

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Name clarification

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Signature of instructions by the processor

Place Date

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Signature

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Name clarification

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