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
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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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