



1. [ASSOCIATION NAME]

2. THE BRITISH AIKIDO BOARD

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## DATA PROCESSING AGREEMENT

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**THIS AGREEMENT** is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20[YY]

### BETWEEN

1. [ASSOCIATION NAME] (“Client”); and
2. The British Aikido Board (“User”)

### BACKGROUND

3. The User is engaged in the business of supplying National governing body membership which facility the Client wishes to utilise
4. The Client will disclose to the User certain confidential information and personal data (as defined below) to enable the User to perform its Linked Contract with the Client.
5. The Client wishes to ensure that the User shall maintain the confidentiality and security of all such information and data so disclosed at all times, acknowledges the Client’s ownership of such information and data and that the User complies with Data Protection Laws.

### IT IS AGREED as follows:-

#### 1. DEFINITIONS AND INTERPRETATION

For the purposes of this Agreement:

##### “Data Protection Laws”

Means the Data Protection Act 1998 and, with effect from the date on which it enters into force, the General Data Protection Regulation, and the enacted version of the Data Protection Bill 2017, and the Privacy and Electronic Communications (EC Directive) Regulations 2003 together with any other laws applicable to the protection of personal data in force from time to time in England and Wales and any related regulations and guidance (as from time to time amended, extended, re-enacted or consolidated) and all subordinate legislation, regulations and guidance made pursuant to any of them;

##### “Information”

Means any and all information and personal data disclosed directly or indirectly by or on behalf of the Client to the User or acquired by the User on behalf of the Client from time to time;

##### “Constitutional Obligations”

Means the obligations entered into between the User and the Client governed by the British Aikido Board’s current Constitution in relation to which the User is appointed to carry out works for the Client and the performance of which involves the provision of the Information to the Client and the processing of personal data by the User as a data processor of the Client

**“personal data”, “process”, “data controller”, “data processor”, “data subject”**  
These terms have the meanings attributed to them in the Data Protection Laws;

Reference to **‘writing’** or similar expressions shall include reference to any communication effected by facsimile, electronic mail and/or any comparable means but shall not include communication by SMS or similar text messaging facilities;

Any **obligation** on any party not to do and/or omit to do anything is to include an obligation not to allow that thing to be done and/or omitted to be done;

The phrase **“and/or”** means either of the alternatives and both of the alternatives as the case may be;

Where a party incurs an obligation under this Agreement and such obligation is created by the use of words such as “shall”, “will”, “undertakes to”, “must”, “agrees to” or any other verb which implies that a party has so incurred such obligation, it is agreed that all obligations shall not be distinguishable from one another by reason only of the verb used when creating such obligation. Any obligation under this Agreement by a party not to do any act or thing shall be deemed to include an undertaking not to permit or suffer the doing of that act or thing; and

Any reference to **“procure”** or **“ensure”** shall create a primary obligation and not a secondary obligation or guarantee.

## 2. **INFORMATION**

- 2.1 The parties hereby acknowledge and agree that the Information may comprise, contain and/or incorporate confidential information in which the Client has a proprietary interest and that the disclosure of it in any way and/or the use of it in any way other than as authorised by the Client would cause harm to the Client.
- 2.2 Subject to clause 2.4, the User hereby agrees to maintain as confidential and not to directly or indirectly use, or disclose to (or permit to be used by or disclosed to) any third party, any part or the whole of the Information, except in the proper performance of the Linked Contract with the Client or as specifically authorised by the Client in writing.
- 2.3 The User will allow access to the Information only to those agents, employees, representatives and staff who need to see and use it for the purposes of performing the Linked Contract with the Client.
- 2.4 The obligations of confidentiality set out in clause 2.2 and 2.3 shall continue indefinitely except that they shall not apply to Information:
  - 2.4.1 which the User proves by documentary evidence was already in its possession and at its free disposal prior to disclosure by the Client or was developed by it without reference to any of the Information;
  - 2.4.2 which is after the date of this Agreement disclosed to the User without any obligations of confidentiality by a third party who is not in breach of any duty of confidentiality in doing so;
  - 2.4.3 which is or becomes generally available to the public in printed publications through no default and/or omission on the User's part; or
  - 2.4.4 to the extent it is required to be disclosed by law and/or the rules of any recognised stock exchange and/or regulatory authority on condition that the User gives the Client as much advance notice of such disclosure as possible.
- 2.5 The User hereby undertakes to immediately upon the Client's demand at any time deliver up to the Client or at the Client's option destroy any and all materials comprising, including and/or incorporating the Information (which shall include but shall not be limited to all documents and records whatsoever in any form and on whatever media and all copies of them whether prepared or written by the User or the Client or its or their respective agents, employees, officers or sub-contractors individually, collectively or jointly with the Client or a

third party or provided by the Client) in the User's possession, power or control and shall furnish the Client with a certificate signed by a duly authorised representative certifying the User's compliance with this clause.

2.6 The User acknowledges and agrees with the Client that:-

2.6.1 The Information remains the property of the Client at all times;

2.6.2 The Client shall have the right of access to the Information at any time;

2.6.3 The User will at all times maintain adequate security for the Information;

2.6.4 Any and all copyright in the Information and any and all other intellectual property rights (whether existing now and/or in the future) in or arising in or connection with the Information shall at all times belong to the Client; and

2.6.5 If any intellectual property rights arise as a result of the collection, use and/or arrangement of the Information, the User assigns such intellectual property rights (whether existing now and/or in the future) to the Client and/or will procure such assignment to the Client with full title guarantee, free from third party rights and for the full term during which those rights and any renewals or extensions subsist.

### 3. **DATA PROTECTION**

3.1 Each party acknowledges that the Client operates as the data controller and the User as a data processor in respect of the personal data within the Information.

3.2 The purpose for the User to process the Information will be to become a member of the British Aikido Board for the performance of the Linked Contract and to achieve this the User will process the Information as follows passing details to the British Aikido Board. The categories of data subjects to which personal data within the Information relates will be members of the club or association and the categories of personal data which will be processed are name, contact details, D.O.B aikido grade. The User shall only process the Information for a maximum period which is equal to the duration of the Linked Contract with the Client.

The User agrees to:

3.2.1 only process personal data in accordance with the relevant principles under the Data Protection Laws and all guidelines, statutory orders and codes of practice issued by relevant supervisory authorities or regulators pursuant to or in connection with Data Protection Laws;

3.2.2 only process the personal data for and on behalf of the Client for the purposes of performing the Linked Contract with the Client and in accordance with any other instructions issued by the Client in writing from time to time unless otherwise required by law or any other regulatory body (in which case the User shall, where permitted, inform the Client of that legal requirement before processing);

3.2.3 not permit any third party to process any of the personal data without the Client's prior written consent;

3.2.4 (where consent is provided pursuant to clause 3.2.3) impose upon each such third party sub-processor (and procure each such third party sub-processor's compliance with) the terms of this clause 3 as if the processing being carried out by the sub-processor was being carried out by the User;

3.2.5 where legally possible ensure that the Client has the right to directly enforce any terms relating to processing of the personal data against any such third party sub-processor;

3.2.6 not transfer or allow the transfer of the personal data outside the European Economic Area without the Client's prior written consent;

3.2.7 notify the Client from time to time of the location of the personal data and, where relevant of any computer system on which the personal data is held by the User;

- 3.2.8 ensure that only such of the User's personnel who may be required by the User to assist it in meeting its obligations under this Agreement shall have access to the personal data. The User shall ensure that all the User's personnel used by it in relation to this Agreement have undergone training in data protection and in the care and handling of personal data and are obliged to comply with the terms of this agreement;
- 3.2.9 immediately notify and provide full details to the Client of any breach or potential breach of this clause, take all measures necessary to remedy or address the breach or potential breach and cooperate with the Client to resolve such issue;
- 3.2.10 immediately notify and provide full details to the Client of any potential or actual loss of personal data, take all measures necessary to remedy or address the breach or potential breach and cooperate with the Client to resolve such issue;
- 3.2.11 immediately notify the Client of any contact with or investigation or audit of the User in relation to data processing and/or personal data by any regulatory authority prior to providing any information, unless the User is prevented from doing so by law or court of competent jurisdiction;
- 3.2.12 implement and at all times maintain an information security management system that:
- (a) operates and has robust back up and disaster recovery procedures in place;
  - (b) is able to comply with any rights of data subjects exercised under Data Protection Laws; and
  - (c) includes all appropriate technical and organisational measures necessary or desirable to:
    - (i) ensure a level of security appropriate to the risk against unauthorised or unlawful processing, accidental loss or destruction of or damage to personal data;
    - (ii) protect the rights of the data subject; and
    - (iii) enable the personal data to be processed in compliance with obligations equivalent to those imposed on the Client under the Data Protection Laws;
- and ensure that all personal data processed by the User is subjected to the controls of the information security management system implemented and maintained in accordance with this clause 3.2;
- 3.2.13 without the prior written consent of the Client to use any of the personal data within the Information:
- (a) for statistical or analytical purposes or for big data analysis (whether or not converted into anonymised or pseudonymised data);
  - (b) for matching against other personal data;
- 3.2.14 from time to time on request provide full details in writing of the User's data processing activities in respect of the personal data, including the address of all locations where such processing takes place, and allow its data processing facilities, procedures and documentation which relate to the processing of the personal data to be inspected and audited (on reasonable written notice) by the Client, a representative or auditor of the Client or a regulatory body in order to ascertain compliance with Data Protection Laws and the terms of this Agreement; and
- 3.2.15 on termination of this Agreement return (or, at the Client's discretion at any time upon instruction from the Client, permanently delete) all personal data processed on behalf of the Client pursuant to this Agreement (and permanently delete any copies, save to the extent retention is required by law).

- 3.3 Where the Client requires assistance from the User in order to respond to requests, queries and/or investigations in respect of the personal data within the Information or requires that the User help the Client in reconstructing and/or otherwise safeguarding the personal data within the Information or requires that the User assists the Client in complying with Data Protection Laws, the User shall (at its cost) provide the Client with such assistance as the Client reasonably requests within any timescales specified by the Client. If no time scales are specified, the User must respond to and comply with the Client's request within the earlier of a reasonable period of time of receiving the request for assistance or the time period needed to allow the Client to comply with its obligations under the Data Protection Laws.
- 3.4 Where the User will be collecting personal data on behalf of the Client, the User shall:
- 3.4.1 ensure that it informs the data subject at the time of collecting the personal data that the Client is the data controller in respect of the data, the purposes for which the Client will be using the personal data and the possible recipients of the personal data all as notified by the Client to the User from time to time and the other matters required under Data Protection Laws; and
- 3.4.2 obtain the data subject's consent to any purposes for processing personal data where required in accordance with the Data Protection Laws.
- 3.5 Subject to clause 3.4, the Client warrants that:
- 3.5.1 all personal data provided by or on behalf of the Client shall have been lawfully obtained and retained by the Client (or its nominated third party);
- 3.5.2 all necessary consents and data processing notices have been provided in relation to the processing of personal data; and
- 3.6 The User will keep, and provide to the Client upon request, a complete, accurate and up-to-date record of all processing activities carried out by the User on behalf of the Client including but not limited to:
- 3.6.1 details of the data controller, the data processor (and where applicable the Data Protection Officer of the data controller and data processor);
- 3.6.2 details of those employees who have access to the personal data and the types of processing carried out on behalf of the data controller;
- 3.6.3 where applicable, information on any transfer of personal data to a country outside the EEA (including the identification of the country receiving the personal data, the Client's consent and the adequate safeguards used); and
- 3.6.4 a general description of the security measures implemented in respect of the personal data.
- 3.7 Each party shall:
- 3.7.1 comply with all Data Protection Laws;
- 3.7.2 co-operate with any regulatory authority for data processing; and
- 3.7.3 not do or omit to do anything which will place the other party in breach of any Data Protection Laws.

#### 4. **GENERAL**

- 4.1 The parties agree that the terms of this Agreement will replace the data protection provisions currently in the Linked Agreement and that this Agreement will form part of the Linked Agreement so that they together form one contract. The User will be liable under this Agreement for the acts and/or omissions of any agent, employee, sub processor or sub-contractor and/or those of any of its group companies as if they were its own acts and/or omissions under this Agreement.
- 4.2 The User acknowledges that damages may not be an adequate remedy for breach of this Agreement and accordingly the User agrees that the Client shall be entitled to seek and obtain any injunctive and/or other equitable relief in relation to any breach of this Agreement.

- 4.3 Without prejudice to any other right or remedy the Client may have, the User will indemnify and keep indemnified (on a full indemnity basis) the Client (and any member of the Client's group who has provided the User with Information) against any and all claims, demands, penalties, fines, actions, proceedings, damages, lost profits, damage to goodwill, costs (including professional and legal costs), expenses, special, indirect, and consequential loss and any other loss and/or liability suffered or incurred by or awarded against Client arising out of or in connection with any breach of this Agreement, any tortious act and/or omission and/or any breach of statutory duty by the User, whether or not such losses were foreseeable or foreseen at the date of this Agreement.
- 4.4 The User shall, at the request and cost of the Client (and irrespective of the termination of this Agreement) sign and execute any documents and/or deeds and/or do any and all such acts and/or things as the Client may require to give effect to the provisions of this Agreement.
- 4.5 All third party rights are excluded and no third party shall have any right to enforce this Agreement except members of the Client's group from time to time who shall, subject to the Client's consent, have the right to enforce this Agreement in addition to the Client. Any right of a third party to enforce this Agreement may be varied and/or extinguished by Agreement between the parties without the consent of any such third party.
- 4.6 This Agreement is governed by English Law and the parties the parties each agree to submit to the non-exclusive jurisdiction of the English Courts in relation to any disputes connected with this Agreement.

**Association Officer responsible for Data Protection:**

Name: .....

Contact Address:

Email Address:

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**SIGNED for and on behalf of Association Name**

Name: .....

Title: .....

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**SIGNED for and on behalf of The British Aikido Board**

Name: .....

Title: .....

**Drafting Note - See next page (to be deleted from actual agreement)**

## **DATA PROCESSING AGREEMENT WITH ASSOCIATIONS**

### **Drafting Note**

These notes in red should be deleted from the finished processing notice and are only for your information to aid completing and amending the agreement ready for your organisation's use.

#### **Background**

Under the current data protection laws in force, any person who has suffered damage as a result of an infringement of the data protection laws is only entitled to receive compensation from the data controller. Under the new regime, in order to ensure effective compensation for data subjects, controllers and processors that are involved in the same processing and are responsible for any damage caused, shall be held liable for the entire damage, meaning compensation can be sought from both the data controller and the data processor (although a processor or controller that is held liable to pay compensation on this basis is entitled to recover from the other party, that part of the compensation corresponding to their part of the responsibility for the damage.)

In light of this change in the law, it is now very important that data controllers and their processors put in place data processing agreements specifying the scope of the processor's responsibilities and any mechanisms for resolving disputes regarding respective liabilities.

#### **Providing the agreement**

This data processing agreement has been designed to be provided, *where commercially feasible to do so*, to any third party data processors that process personal data on your organisation's behalf. The agreement has been prepared to either replace the data protection provisions in any existing services agreement you have with the data processor or alternatively to supplement and add to its terms. The agreement should therefore be amended where indicated as appropriate.

*A data controller is defined as 'a natural or legal person, public authority, agency or other body, which, alone or jointly with others, determines the purposes and means of the processing of personal data' whereas a data processor is defined as 'a natural or legal person, public authority, agency or other body which processes personal data on behalf of the data controller'.*

A data processor is therefore a person who processes personal data in accordance with the instructions of the data controller. Many of your suppliers for example may be data processors, but not all suppliers are data processors. For example, an outsourced payroll provider will be a data processor, as they will process the payroll information they are provided by you about your staff strictly in accordance with your instructions. An external examiner who has been instructed by a club to assess a participant's performance on a training course, again strictly in accordance with your instructions will also be a data processor. An email marketing specialist will be a data processor for a club/organisation where it has been instructed to process certain personal information (e.g. names and contact details of its members) for the purposes of sending out invites to an event that is being hosted by the club/organisation. However, a health insurance provider providing health insurance to your employees would be a data controller because, although they are supplying a product to your employees, they will decide how they use and process the personal data they are provided with in order to provide the insurance product.

Although the GDPR sets out the provisions that need to be contained, as a minimum, in a contract between a data controller and a data processor, it does not stipulate the exact terms. Therefore this agreement has been prepared to be fairly biased towards the NGB/Regional Body/Club as the data controller and it is possible that a data processor may reject certain provisions or ask for the agreement to be amended. Where you wish to avoid significant amendments to the processor agreement or it would make more commercial sense to provide a third party processor with a more mutually biased agreement, please use the '*Standard External Data Processing Agreement – Middle Ground Approach*'.