Version 1.0, March 2018

[INSERT DATE]

[INSERT RECIPIENT NAME]

[INSERT RECIPIENT ADDRESS]

Dear Sir/Madam

The European Union’s General Data Protection Regulation (GDPR) will come into force in May 2018, superseding the previous regulation adopted in 1995.

The legislation exists to promote best practice when it comes to the governance of information. It will give data subjects more control over their personal data, and support the free flow of data within the EU.

[Insert name of Scout Group/District/County/Area/Region] ……………………………………….. is familiar with the contents of the regulations and is monitoring compliance guidance as the UK and European regulators publish it. Our efforts to make sure we comply with data protection legislation as an organisation are well underway.

As you may know, the GDPR requires all third party processors of personal data to become compliant with the legislation by 25 May 2018.

While we take all the necessary steps to process data fairly and lawfully, we also rely on our third-party service providers to make sure they comply with their obligations under the relevant legislation.

The protection of our client and employee data is extremely important to us. This is why we are contacting all our third party data processors to seek assurances of their plans for compliance.

Please find attached a 10-point checklist for your completion and return. Please provide as much relevant detail as you can.

Please also note that we will not be able to engage with non-compliant third party processors once the legislation is enforced in May.

Thank you.

**Third Party Processor checklist**

Please complete and return to: …………………………………………………….……[Insert return name & address]

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **YES/NO** | **COMMENT** |
| Please confirm that you are GDPR compliant by detailing relevant technical and organisational security measures |  |  |
| Can we search for our personal data on your systems? |  |  |
| Can we delete our personal data from your systems? |  |  |
| Can we export our personal data from your systems? |  |  |
| Do your standard contract terms include the new GDPR mandatory provisions? |  |  |
| Are you maintaining data processing records? |  |  |
| Do you have a documented breach notification process? |  |  |
| Can you confirm your ability to delete our personal data upon termination of contract at no extra cost? |  |  |
| Can you confirm you offer full transparency of data transfer to other parties/destinations? |  |  |
| Can you confirm you have a documented sub-processor change request process? |  |  |