

Dear [Name],

Re. [description of the service to be provided]

Victory Housing Trust is obliged under the terms of the Data Protection Act 1998 to comply with specific requirements whenever personal data is handled on its behalf by a data processor

[Data processor] has been engaged by Victory Housing Trust to provide [description of services to be provided] and, in the course of delivering these services will be handling personal data on behalf of Victory Housing Trust ("the Personal Data") as its data processor.

[Data processor] agrees that it will handle the Personal Data only in accordance with the instructions of Victory Housing Trust

[Data processor] also warrants that it has appropriate technical and organisational measures to guard against the unauthorised or unlawful processing of the Personal Data, the accidental loss or destruction of the Personal Data and any damage to the Personal Data

[Data processor] also agrees that it will not transfer the Personal Data to any third party and will not transfer the Personal Data to any country outside the European Economic Area without the specific agreement of Victory Housing Trust.

[data processor] also agrees that it will notify the Victory Housing Trust without delay if any of the Personal Data is lost, destroyed, or damaged or is the subject of any unauthorised or unlawful processing

[This letter shall be supplemental to [description of any other agreed contract terms], the terms of which shall otherwise remain in force.]

Two copies of this letter are provided for you to countersign by way of acknowledgement of your agreement to its terms. I would be obliged if you could retain the duplicate for your records and return the original to me as soon as possible.

We hereby confirm our acceptance of the terms set out in this letter.

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For and on behalf of [data processor]