

Dear [Name],

Re: contractual services provided to Victory Housing by [Data processor]

Victory Housing is obliged under the terms of the Data Protection Act 1998 to comply with specific requirements whenever personal data is processed on its behalf by a data processor, in this case [Data processor].

[Data processor] was engaged by Victory Housing (Data Controller) to provide [description of services to be provided] and, in the course of delivering those services processed personal data on behalf of Victory Housing ("the Personal Data") as its data processor.

[Data processor] agreed that it would process the Personal Data only in accordance with the instructions of Victory Housing in order to deliver the services described. Those services have now been terminated and the personal data supplied to [Data Processor] is no longer required for the purpose of the contract.

Retention of personal data when it is no longer required could be considered as a breach of the Data Protection Act. Please confirm that all personal data held by [Data processor] provided by Victory Housing and/or relating to those terminated services has been destroyed and by what methods (Please supply any supporting documentation).

[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 that [Data processor] has destroyed all personal data provided by Victory Housing and/or relating to terminated services previously delivered under contract to Victory Housing (Data Controller).

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For and on behalf of [data processor]