

Third Party Data Protection Agreement

The British Toxicology Society (BTS) recognises the importance of protecting personal data and takes data protection very seriously. As a data controller, BTS has a duty to protect the data we hold and manage, and to ensure that personal information is collected, stored and used fairly in accordance with General Data Protection Regulation (GDPR).

Supply of Data to third Party Organisations

1. Compliance expectations

In supplying data to your organisation we expect that:

- Data is used only for the purpose of [*EXAMPLE – HOTEL ROOMING FOR THE EVENT*]
- Data is stored safely in a secure location
- Data is not unlawfully disclosed to any external parties/organisations
- Data is handled in accordance with GDPR
- Data is securely removed/deleted once [*EXAMPLE – THE EVENT*] has finished and the data is no longer needed.

2. Data to transfer

[*EXAMPLE – NAME, TELEPHONE NUMBER, EMAIL ADDRESS, ROOMING REQUIREMENTS, DIETARY REQUIREMENTS*]

3. Data transfer process

[*EXAMPLE - DATA TO BE STORED IN .CSV FILE(S) THAT WILL THEN BE PASSWORD ENCRYPTED AND EMAILED TO XXXXXX. THE PASSWORD WILL BE SENT IN A SEPARATE EMAIL.*]

4. End of data use

[*EXAMPLE – ONE WEEK AFTER THE EVENT*]

5. Data Protection roles

The Parties acknowledge that for the purposes of Data Protection:

BTS are the controllers of the Data
[*THIRD PARTY ORGANISATION*] are the processors of the data

6. Lawful processing

The Parties are satisfied that the legal basis for sharing the Data is [*EXAMPLE – CONTRACTUAL*].

As a 3rd party organisation using our data, please sign, print and date the section below to say that you have read and understood this agreement, and that you will adhere to the above, in accordance with data protection law.

On behalf of BTS (Data Controller)

Signed: _____

Print: _____

Date: _____

On behalf of [*THIRD PARTY ORGANISATION*] (Data Processor)

Signed: _____

Print: _____

Date: _____

BTS reserves the right to seek legal advice if this agreement is breached or if we feel the data is being handled and used inappropriately.

Reviewed: April 2024

Next Reviewed: April 2026