

## **Third Party Processor Form**

All staff need to complete a third party processor form and this should be approved by the school Data Protection Lead <u>before</u> data is shared.

Purposes for which the Personal Data shall be processed	
Please specify the purposes for which the Data Processor intends to process the Personal Data.	
Description of the categories of the data subjects	
Please specify the categories of data subject whose Personal Data shall be processed under this Agreement.	
Description of the categories of Personal Data	
Please specify the categories of Personal Data that shall be processed under this Agreement.	
The envisaged time limits for erasure of the different categories of Personal Data	
Please specify how long you think the Personal Data will be retained for, where possible.	

General description of technical and organisational security measures	
Describe any security measures	
Authorised Sub-Processors	
Any sub-processors who will process Personal Data.	

Approved by DPL: \_\_\_\_\_ Dated: \_\_\_\_\_