Data Processing Agreement (DPA) Template
Version: 1.0
Effective Date: April 2025

Purpose
This DPA outlines the terms under which a vendor (Data Processor) may process personal data on behalf of the company (Data Controller), in compliance with data protection laws such as GDPR and CCPA.

Parties
- **Data Controller:** [Your Company Name]
- **Data Processor:** [Vendor Name]

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1. Definitions
- **Personal Data:** Any information relating to an identified or identifiable individual
- **Processing:** Any operation performed on personal data (collection, storage, access, deletion)
- **Sub processor:** Third parties engaged by the Data Processor to assist in processing

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2. Obligations of the Data Processor
- Process personal data only on documented instructions from the Controller
- Ensure confidentiality and security of data
- Assist the Controller in responding to data subject requests
- Notify the Controller of any data breach without undue delay
- Delete or return all personal data after the end of the contract
- Maintain records of processing activities

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3. Subprocessing
- Sub processors may not be engaged without prior written authorization
- A written contract must bind sub processors to the same obligations

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4. Security Measures
- Implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk
- Examples include encryption, access controls, incident response procedures

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5. Audits
- The Controller has the right to audit Processor's compliance with this agreement with reasonable notice

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6. Data Transfers
- International data transfers must comply with applicable laws (e.g., Standard Contractual Clauses)

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7. Termination
- Upon termination of services, Processor shall securely delete or return all personal data unless required to retain it by law

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Signed:
[Controller Name & Signature]
[Processor Name & Signature]
[Date]