

Data Processing Agreement (ARVODI 2018)

Contract number: 202305024

The undersigned:

1. The State of the Netherlands, which has its seat in The Hague, represented by the Minister of Economic Affairs and Climate Policy, legally represented in this matter by [signatory's name and position] of the Netherlands Enterprise Agency (RVO), hereafter referred to as 'the Contracting Authority',

and

2. [full name and legal form of the Contractor], which has its registered office in [place], legally represented in this matter by (and) [signatory's name], hereafter referred to as 'the Contractor',

jointly referred to as 'the Parties';

WHEREAS:

- Insofar as the Contractor processes Personal Data for the Contracting Authority in the context of the Contract, the Contracting Authority, under article 4 (7) and (8) of the Regulation, qualifies as a controller for the Processing of Personal Data and the Contractor as a processor;
- The Parties to this Data Processing Agreement, as referred to in article 28, paragraph 3 of the Regulation, wish to record their agreements on the Processing of Personal Data by the Contractor.

AGREE AS FOLLOWS:

Article 1 Definitions

Certain terms in this Data Processing Agreement are written with initial capitals. These terms are defined in article 1 of the General Government Terms and Conditions for Public Service Contracts 2018 (ARVODI 2018). In derogation therefrom or in addition thereto, the following terms are defined below for the purposes of this Data Processing Agreement:

- 1.1 Data Subject: the person whom the Personal Data concerns.
- 1.2 Personal Data Breach: a breach in security that leads to the accidental or unlawful destruction, loss, change or unauthorised provision of, or unauthorised access to, data that has been transferred, stored or processed in any other way.
- 1.3 Contract: the Contract between the Contracting Authority and the Contractor titled "HR service provider Morocco", reference number 202305024.
- 1.4 Personal Data: any data concerning an identified or identifiable natural person that is processed by the Contractor for the Contracting Authority in the context of the Contract.

- 1.5 Regulation: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- 1.6 Data Processing Agreement: this agreement including its recitals and the accompanying schedules.
- 1.7 Processing: any operation or any set of operations concerning Personal Data or any set of Personal Data, carried out in the context of the Contract via automated or manual procedures, including in any case the collection, recording, organisation, structuring, storage, updating or modification, retrieval, consultation, use, disclosure by means of transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data.

Article 2 Object of this Data Processing Agreement

- 2.1 This Data Processing Agreement governs the Processing of Personal Data by the Contractor in the context of the Contract.
- 2.2 The nature and purpose of the Processing, the type of Personal Data and the categories of Personal Data, Data Subjects and recipients are set out in Schedule 1.
- 2.3 The Contractor guarantees that the appropriate technical and organisational measures will be taken, in order to ensure that Processing complies with the requirements of the Regulation and that the rights of the Data Subject(s) are protected.
- 2.4 The Contractor guarantees compliance with the requirements of the applicable legislation relating to the Processing of Personal Data.

Article 3 Entry into force and duration

- 3.1 This Data Processing Agreement enters into force as soon as it has been signed by both Parties.
- 3.2 This Data Processing Agreement terminates after and insofar as the Contractor has deleted or returned all Personal Data in accordance with article 10.
- 3.3 Neither of the Parties may terminate this Data Processing Agreement before the Contract terminates.

Article 4 Scope of Contractor's Processing competence

- 4.1 The Contractor will Process the Personal Data exclusively for and on the basis of written instructions from the Contracting Authority barring statutory rules to the contrary that apply to the Contractor.
- 4.2 If any instruction as referred to in paragraph 1 is deemed by the Contractor to contravene a statutory rule on data protection, the Contractor will notify the Contracting Authority of this prior to Processing, unless a statutory rule prohibits such notification.
- 4.3 If the Contractor is obliged to disclose Personal Data on the basis of a statutory rule, it will inform the Contracting Authority immediately, if possible prior to the disclosure.

- 4.4 The Contractor will have no control over the purpose or means of the Personal Data Processing.

Article 5 Security measures

- 5.1 In addition to article 15 of the ARVODI 2018, and without prejudice to article 2.3 of this Data Processing Agreement, the Contractor will implement the technical and organisational security measures described in Schedule 2.
- 5.2 The Parties recognise that guaranteeing an appropriate level of security may require additional security measures to be implemented on an ongoing basis. The Contractor guarantees an appropriate level of security having regard to the risks entailed.
- 5.3 At the express written request of the Contracting Authority, the Contractor will adopt additional measures to ensure the security of the Personal Data.
- 5.4 The Contractor will not process any Personal Data outside a European Union member state, unless it has obtained express written approval to do so from the Contracting Authority and barring statutory obligations to the contrary.
- 5.5 If the Contractor discovers any illegal or unauthorised Processing or infringements of the security measures referred to paragraphs 1 and 2, it will inform the Contracting Authority without unreasonable delay.
- 5.6 The Contractor will assist the Contracting Authority in ensuring compliance with the obligations under articles 32 to 36 inclusive of the Regulation.

Article 6 Duty of confidentiality of the Contractor's Staff

- 6.1 The Personal Data is confidential as referred to in article 13.1 of the ARVODI 2018.
- 6.2 At the request of the Contracting Authority, the Contractor will show that its Staff have undertaken to observe the duty of confidentiality referred to in article 13.2 of the ARVODI 2018.

Article 7 Subprocessor

If the Contractor, with due regard for the provisions of article 8 of the ARVODI 2018, engages another processor to carry out Processing activities for the Contracting Authority, the other processor must be bound by an agreement imposing the same data protection obligations as those imposed by this Data Processing Agreement.

Article 8 Assistance concerning rights of Data Subjects

The Contractor will assist the Contracting Authority in fulfilling its obligation to respond to requests from Data Subjects to exercise the rights set out in chapter III of the Regulation.

Article 9 Personal Data Breach

- 9.1 The Contractor will inform the Contracting Authority, without unreasonable delay, as soon as it becomes aware of any Personal Data Breach, in accordance with the agreements set out in Schedule 3.

- 9.2 After reporting an incident as described in the first paragraph, the Contractor will also inform the Contracting Authority of developments relating to the Personal Data Breach.
- 9.3 Each of the Parties will bear any costs they incur in connection with reporting incidents to the competent supervisory authority and the Data Subject.

Article 10 Return or erasure of Personal Data

- 10.1 Once the Contract expires, the Contractor will erase the Personal Data or return it to the Contracting Authority, whichever the Contracting Authority prefers. The Contractor will delete any copies, barring statutory rules to the contrary.

Article 11 Obligation to supply information and audit obligation

- 11.1 The Contractor will provide all necessary information to show that the obligations set out in this Data Processing Agreement have been and will be fulfilled.
- 11.2 The Contractor will provide all necessary cooperation with respect to audits.

Done on the later of the two dates stated below and signed in duplicate.

The Hague, [date]

[place], [date]

For the Minister of Economic Affairs
And Climate Policy, on behalf of and
commissioned by [name], [position and department]
of the Netherlands Enterprise Agency (RVO),

For [Contractor],

[signatory's name]
[signatory's position]

[signatory's name]
[signatory's position]

Schedule 1 Processing Personal Data

To be completed by the Contractor	
Name of the Processor, including contact details	
Contact details of the representative of the Processor	
Contact details of the Processor's DPO	
Name and contact details of sub-processors	
Will the data be transferred to one or more countries outside of the EU?	

To be completed by the Contracting Authority	
Name of the Controller, including contact details	Netherlands Enterprise Agency
Contact details of the representative of the Controller	Team Security Office
Contact details of the Controller's DPO	rvoinformatiebeveiliging@rvo.nl
The subject/nature and objective of the Processing	To successfully establish a project team which is required to conduct sector development projects in developing countries on behalf of the Netherlands Ministry of Foreign Affairs, the contractor needs to recruit, select and contract staff. In addition, human resource management services need to be provided including monthly salary payments, tracking of leave days and ensuring compliance with local laws and regulations regarding insurance and pension.
The type of Personal Data	Non-special categories of personal data
Description of the categories of Personal Data	All personal data involved in application and contracting process include Contact details like names, addresses, telephone numbers and e-mail addresses, as well as salary information
Description of the categories of Data Subjects	Applicants and selected staff
Description of the categories of recipients of Personal Data	Basic contact information and salary information of the contracted person will be transferred to CBI

Appendix 2. Appropriate technical and organisational measures

- Within the Dutch government, the [Baseline Informatiebeveiliging Overheid](#) (BIO) is the basis for the design of information security.
- The security of the Contractor must at least meet the same requirements as the BIO that prescribes on the components: For this contract the BBN1 (Basis security level 1) is applicable
- The Contractor must take additional measures on the basis of the risk involved in the Processing, as established on the basis of a Privacy Impact Assessment (PIA), for example. An overview of these measures is included below.

To be completed by the Contractor:

Certificates	Organisational unit/service to which the certificate pertains	Term of validity of the certificate	Declaration of applicability

Other qualifications

To be completed by the Contracting Authority:

Additional security requirements

Not applicable as the basis security level (BBN) for the processing of data as mentioned in Appendix 1 is set at Level 1. Level 1 means that contractor is bound to take measures that may minimally be expected to safeguard security of processed data: Access to desktops, laptops or other devices used for the processing of data is protected by the use of a password, and adequate anti-virus, anti-malware software has been installed.

Appendix 3. Arrangements on Breaches involving Personal Data

Background

The data breach reporting obligation has been in force since 1 January 2016. This reporting obligation requires organisations (both businesses and government agencies) to report any serious data leaks to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens) without delay. Under specific circumstances, they are obliged to report the data leak to the Data Subjects (the individuals whose Personal Data are involved in the leak) as well.

As the Contractor will be processing Personal Data within the framework of performing the agreement, the Contractor is obliged to report a breach involving personal data to the Contracting Authority as soon as it is discovered, without unreasonable delay (Article 33(2) of the GDPR).

Cooperation

The Data Breach Response Team (DRT) coordinates the handling of the data leak for the Ministry of Economic Affairs and Climate Policy and the Ministry of Agriculture, Nature and Food Quality as well as the reporting thereof to the Dutch Data Protection Authority and – where necessary – the Data Subjects. The Contractor must cooperate fully by providing the DRT with all the requested information.

Among other things, the Contracting Authority will request the following information:

- details of its organisation (name of organisation, address, postal code, place of business, professional register or trade register registration);
- details of the person reporting the breach (name, position, email address, telephone number(s));
- details of the data leak (short summary of the incident in which there was a Breach of the security of Personal Data, the minimum and maximum number of Data Subjects to whom the Breach of the Personal Data pertains, a description of the group of Data Subjects to whom the Breach pertains, the moment that the Breach took place (exact date or period), the moment the breach was discovered);
- information on the nature of the Breach (reading, copying, alteration, deletion, destruction, theft);
- type of Personal Data (address details, telephone numbers, email addresses or other addresses for electronic communication, access or identification details, financial details, citizen service number, passport or copies of other identity documents, gender, data of birth and/or age, special personal data such as ethnicity, political views, ideological beliefs, trade union membership, genetic details, biometric identification, health, sexual life and criminal details);
- technical and organisational measures which have been taken to deal with the data leak and prevent further Breaches;
- technical security measures (whether the Personal Data were partially or fully encrypted, hashed or otherwise rendered incomprehensible or inaccessible to unauthorised persons at the time of the data leak and how the Personal Data were rendered incomprehensible or inaccessible).

Even if not all of the above information is available yet, the Contracting Authority's contact person for data leaks must be contacted without delay.

Examples of data leaks:

- loss or theft of a laptop, smartphone, flash drive, and so on, also if it concerns encrypted data;
- accidental publication of Personal Data.
- sending an email with names in the CC rather than in the BCC if the addressees have nothing to do with each other, or sending an email to the wrong address;
- being the victim of a phishing email or hack;
- illegal transfer of usernames/login codes or having access to files which you are not (or no longer) authorised to access;

- destruction of a data base containing Personal Data as a result of human error, without the presence of a back-up.

To be completed by the Contractor:

Contact details for data leaks

E:

T:

Availability:

To be completed by the Contracting Authority:

Contact details for data leaks

E: rvoinformatiebeveiliging@rvo.nl

Availability: Monday to Friday from 07:30 to 18:30