

Data Processing Addendum

This Data Processing Addendum ("DPA") is entered into as of [Date] between:

[Your Company Name], a company registered in [Your Country] with its registered office at [Your Address] (the "Data Controller"),

and

[Freelancer's Name], an individual residing at [Freelancer's Address] (the "Data Processor").

1. Purpose

The purpose of this DPA is to outline the terms under which the Data Processor will process personal data on behalf of the Data Controller in accordance with GDPR.

2. Definitions

For the purposes of this DPA, the following terms shall have the following meanings:

- **Personal Data:** Any information relating to an identified or identifiable natural person.
- **Processing:** Any operation or set of operations performed on personal data.

3. Obligations of the Data Processor

The Data Processor agrees to:

- Process personal data only on documented instructions from the Data Controller.
- Ensure that persons authorized to process the personal data have committed themselves to confidentiality.
- Implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk.

4. Sub-Processing

The Data Processor shall not engage another processor without prior specific or general written authorization of the Data Controller.

5. Term and Termination

This DPA shall remain in effect until all personal data processed by the Data Processor on behalf of the Data Controller is deleted or returned according to the Data Controller's instructions.

6. Governing Law

This DPA shall be governed by the laws of [Your Country].

IN WITNESS WHEREOF, the parties have executed this Data Processing Addendum as of the date first written above.

[Your Company Name] (Data Controller)

[Freelancer's Name] (Data Processor)