

Vendor Data Protection Agreement

Date: [Insert Date]

To:

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formalize the Data Protection Agreement (the "Agreement") between [Your Company Name] and [Vendor Name]. This Agreement outlines the terms regarding the protection of personal data that may be accessed, processed, or stored by you in the course of providing services to us.

1. Definitions

1.1 "Personal Data" refers to any information relating to an identified or identifiable natural person.

1.2 "Processing" refers to any operation or set of operations performed on Personal Data.

2. Obligations of the Vendor

The Vendor shall:

- Process Personal Data only on documented instructions from [Your Company Name].
- Ensure that any personnel authorized to process the Personal Data are committed to confidentiality.
- Implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk.

3. Data Breach Notification

The Vendor must notify [Your Company Name] without undue delay after becoming aware of a personal data breach.

4. Term and Termination

This Agreement shall remain in effect until terminated by either party with a written notice of [Insert notice period].

5. Governing Law

This Agreement shall be governed by the laws of [Insert Jurisdiction].

We appreciate your compliance with data protection as outlined in this Agreement. Please sign below to indicate your acceptance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted:

[Vendor Name]

Date: _____