

REFERENCE	{{referenceId}}
STATUS	REVIEW READY
OWNER	{{documentOwner}}

Data Processing Agreement

A reusable DPA framework documenting processing instructions, roles, security measures, subprocessors, assistance, audits, and deletion obligations.

TECHNICAL RELEASE · 4 August 2026



Contents

Document contents

Document status	Review basis	Version
Draft for review	Organization-specific adaptation required	1.0

0.1 Scope and roles

Identify controller, processor, affected services, precedence, definitions, and the relationship to the main agreement.

Document control	Detail
Owner	Mara Klein
Reference	NS-030-2026
Effective date	4 August 2026
Status	Ready for review

0.2 Documented instructions

Limit processing to lawful documented instructions and define the escalation process for unlawful or incomplete instructions.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.3 Personnel and confidentiality

Require authorized personnel, confidentiality commitments, training, need-to-know access, and access lifecycle controls.

Requirement	Position	Evidence	Owner
Personnel and confidentiality	Drafted for review	Linked record	Mara Klein
Jurisdiction check	Required	Legal review	Counsel



0.4 Security measures

Document governance, access, encryption, resilience, recovery, testing, vulnerability, logging, physical, and supplier controls.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.5 Subprocessors and transfers

Set authorization method, notice period, objection path, flow-down terms, list maintenance, and transfer safeguards.

Requirement	Position	Evidence	Owner
Subprocessors and transfers	Drafted for review	Linked record	Mara Klein
Jurisdiction check	Required	Legal review	Counsel

0.6 Data subject and authority support

Define assistance for rights requests, impact assessments, consultations, records, and regulator inquiries.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.7 Security incidents

Set notification timing, minimum incident details, investigation, containment, evidence, updates, and responsibility allocation.

Requirement	Position	Evidence	Owner
Security incidents	Drafted for review	Linked record	Mara Klein
Jurisdiction check	Required	Legal review	Counsel



0.8 Audit, return, and deletion

Define information rights, audits, certifications, cost allocation, deletion timing, backups, return formats, and confirmation.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.9 Processing annex

Record subject matter, duration, nature, purpose, data categories, data subjects, locations, contacts, and retention.

Requirement	Position	Evidence	Owner
Processing annex	Drafted for review	Linked record	Mara Klein
Jurisdiction check	Required	Legal review	Counsel

0.10 Important review notice

This template is a general starting point. Adapt it to the organization, transaction, applicable law, and jurisdiction, and obtain qualified professional review before relying on it.



0.11 Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

Name *

Title or role *

Signature *

Date *