

## ADDRESSED TO ALL THIRD PARTIES THAT HAVE ACCESS TO IOG DATA

We refer to the requirements of the General Data Protection Regulations that became effective from 25 May 2018 which supersedes the UK Data Protection Act Protection Act 1998.

As you are currently appointed to have access to personal data on the IOG's behalf, as part of our Agreement we require you to confirm and guarantee as follows:

- You will only process, view and handle personal data and act in accordance with our instructions and the applicable data protection laws in the UK and for the purpose of performing your obligations and/or exercising your rights under the terms of the Agreement.
- You have in place, and undertake to maintain throughout the duration of the Agreement, appropriate technical and organisation measures against the unauthorised or unlawful processing of personal data, and against the accidental loss, destruction or disclosure of, or damage to, personal data, including ensuring that any personal data that is to be disposed of is done so securely and providing the Company with a certificate of destruction, and you will take all reasonable steps to ensure compliance with these measures.
- You have in place and undertake to maintain, throughout the duration of the Agreement, adequate and appropriate data security programmes and procedures to ensure that unauthorised persons do not have access to the personal data or to any equipment used to process data.
- You carry out appropriate data protection training, and where applicable, suitable security checks on any staff that are given access to personal data.
- You will immediately report to the Company, in writing, any security breaches or other problems relating to personal data, providing full details of the breach or problem.

The company reserves the right to ask you to provide regular reports or to undergo regular inspections or checks to enable it to monitor that you are processing the personal data in an appropriate manner.

Please countersign and date a copy of this letter and return it to me as soon as possible, to evidence your agreement to these terms. This letter will then form part of our agreement.