



International Chamber of Commerce

The world business organization



Proposed Standard Contractual Clauses for the Transfer of Personal Data from the EU to Third Countries (controller to controller transfers)

Final Version
March 2003

Data Transfer Agreement

Between

_____ (name)
_____ (address and country of establishment)

hereinafter “Data Exporter”

and

_____ (name)
_____ (address and country of establishment)

hereinafter “Data Importer”

each a “Party”, together “the Parties”

Definitions

The following terms shall have the following meanings:

“**The Authority**” shall mean the competent data protection authority in the territory in which the Data Exporter is established;

“Clauses” shall mean these Contractual Clauses, which are a free-standing document that does not incorporate commercial business terms established by the Parties under separate commercial arrangements;

“Data Controller” shall mean a natural or legal person, public authority, agency or any other body which, alone or jointly with others, determines the purposes and means of the processing of Personal Data;

“Data Exporter” shall mean the Data Controller which transfers Personal Data to the Data Importer;

“Data Importer” shall mean the Data Controller(s) which receive(s) Personal Data from the Data Exporter for processing in accordance with the terms of these Clauses;

“Personal Data” shall mean any information, as described in **Annex B**, relating to an identified or identifiable natural person (“Data Subject”); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity;

“Processing” shall mean any operation or set of operations which is performed upon Personal Data, whether or not by automatic means, such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction;

“Sensitive Data” shall mean Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sex life, offences, criminal convictions or security measures.

The details of the transfer are specified in **Annex B**, which forms an integral part of the Clauses.

I. Obligations of the Data Exporter

The Data Exporter warrants and undertakes that:

- a)** The Personal Data have been collected, processed, and transferred in accordance with the laws applicable to the Data Exporter.
- b)** It has used reasonable efforts to determine that the Data Importer is able to satisfy its legal obligations under these Clauses.
- c)** It will provide the Data Importer, when so requested, with copies of relevant data protection laws or references to them (where relevant, and not including legal advice) of the country in which the Data Exporter is established.
- d)** It will respond to enquiries from Data Subjects and the Authority concerning processing of the Personal Data by the Data Importer, unless the Parties have agreed that the Data Importer will so respond, in which case the Data Exporter will still respond to the extent reasonably possible and with the information reasonably available to it if the Data Importer is unwilling or unable to respond. Responses will be made within a reasonable time.
- e)** It will make available, upon request, a copy of the Clauses to Data Subjects who are third party beneficiaries under Clause III., unless the Clauses contain confidential information, in which case it may remove such information. Where information is removed, the Data Exporter shall inform Data Subjects in writing of the reason for removal and of their right to draw the removal to the attention of the Authority. However, the Data Exporter shall abide by a decision of the Authority regarding access to the full text of the Clauses by Data Subjects, as long as Data Subjects have agreed to respect the confidentiality of the confidential information removed. The Data Exporter shall also provide a copy of the Clauses to the Authority where required.

II. Obligations of the Data Importer

The Data Importer warrants and undertakes that:

- a)** It will have in place appropriate technical and organisational measures to protect the Personal Data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, and which provide a level of security appropriate to the risk represented by the processing and the nature of the data to be protected.
- b)** It will have in place procedures so that any third party it authorises to have access to the Personal Data, including processors, will respect and maintain the confidentiality and security of the Personal Data. Any person acting under the authority of the Data Importer, including a data processor, shall be obligated to process the Personal Data only on instructions from the Data Importer. This provision does not apply to persons authorised or required by law or regulation to have access to the Personal Data.
- c)** It has no reason to believe, at the time of entering into these Clauses, in the existence of any local laws that would have a substantial adverse effect on the guarantees provided for under these Clauses, and it will inform the Data Exporter (which will pass such notification on to the Authority where required) if it becomes aware of any such laws.
- d)** It will process the Personal Data for purposes described in **Annex B**, and has the legal Authority to give the warranties and fulfil the undertakings set out in these Clauses.
- e)** It will identify to the Data Exporter a contact point within its organisation authorised to respond to enquiries concerning processing of the Personal Data, and will cooperate in good faith with the Data Exporter, the Data Subject and the Authority concerning all such enquiries within a reasonable time. In case of legal dissolution of the Data Exporter, or if the Parties have so agreed, the Data Importer will assume responsibility for compliance with the provisions of Clause I.(e).
- f)** At the request of the Data Exporter, it will provide Data Exporter with evidence of financial resources sufficient to fulfil its responsibilities under Clause III. (which may include insurance coverage).
- g)** Upon reasonable request of the Data Exporter, it will submit its data processing facilities, data files and documentation needed for processing to reviewing, auditing and/or certifying by the Data Exporter (or any independent or impartial inspection agents or auditors, selected by the Data Exporter and not reasonably objected to by the Data Importer) to ascertain compliance with the warranties and undertakings in these Clauses, with reasonable notice and during regular business hours. The request will be subject to any necessary consent or approval from a regulatory or supervisory authority within the country of the Data Importer, which consent or approval the Data Importer will attempt to obtain in a timely fashion.
- h)** It will process the Personal Data, at its option, in accordance with:
 - (i) the data protection laws of the country in which the Data Exporter is established; or
 - (ii) the Relevant Provisions¹ of any Commission Decision pursuant to Article 25(6) of Directive 95/46/EC, where the Data Importer complies with the relevant provisions of such an authorization or Decision and (a) is based in a country to which such an authorization or Decision pertains, but is not covered by such authorization or Decision for the purposes of the transfer(s) of the Personal Data

¹ “Relevant Provisions” means those provisions of any authorization or Decision except for the enforcement provisions of any authorization or Decision (which shall be governed by these Clauses).

- or (b) is not based in such a country but is affiliated with an organization to which such an authorization or Decision pertains*; or
- (iii) the data processing principles set forth in **Annex A**.

Data Importer to indicate which option it selects: _____

Initials of Data Importer: _____

i) It will not disclose or transfer the Personal Data to a third party Data Controller located outside the European Economic Area (EEA) unless it notifies the Data Exporter about the transfer and

- i) the third party Data Controller processes the Personal Data in accordance with a Commission decision finding that a third country provides adequate protection, or
- ii) the third party Data Controller becomes a signatory to these Clauses or another data transfer agreement approved by a competent authority in the EU, or
- iii) Data Subjects have been given the opportunity to object, after having been informed of the purposes of the transfer, the categories of recipients and the fact that the countries to which Data is exported may have different data protection standards, or
- iv) with regard to onward transfers of sensitive data, Data Subjects have given their unambiguous consent to the onward transfer.

III. Liability and Third Party Rights

a) Each Party shall be liable to the other Party for damages it causes by any breach of these Clauses. Liability as between the Parties is limited to actual damage suffered. Punitive damages (i.e. damages intended to punish a party for its outrageous conduct) are specifically excluded. Each Party shall be liable to Data Subjects for damages it causes by any breach of third party rights under these Clauses. This does not affect the liability of the Data Exporter under its data protection law.

b) The Parties agree that a Data Subject shall have the right to enforce as a third party beneficiary this Clause and Clauses I.(b), I.(d), I.(e), II.(a), II.(c), II.(d), II.(e), II.(h), II.(i), III.(a), V., VI.(d), and VII. against the Data Importer or the Data Exporter, for their respective breach of their contractual obligations, with regard to his Personal Data. However, the Data Subject may enforce this right against the Data Importer only if the Data Exporter does not take action to enforce them against the Data Importer within a reasonable period.

** We request that the Commission consider clause (b) when reviewing this Model Contract. All the member companies of the industry associations desire a global solution for data transfers. However, the companies have varying degrees of urgency for Model Clauses that are more suitable for their immediate business needs. While some would like to avail themselves immediately of the benefits of the submitted clauses, others would prefer to continue to work towards a contract that would permit them to develop global data protection practices. If the Commission and/or Member States cannot support the contract due to this clause, we would like the opportunity to continue the approval process for the remainder of the clauses so that those companies that wish to may begin using them. However, given the critical need for a global solution, it is essential that industry, the Commission, and Member States continue their dialogue towards standard clauses that will be useful to all companies (please see the accompanying non-paper for the complete rationale behind this clause). In addition, we would respectfully request a formal response regarding the Commission's rationale for rejecting this clause, if indeed it is rejected. The clause in question is predicated on recognizing transfers to companies who will abide by data protection principles meeting the "adequacy" requirements set forth by the Commission, and as such seems in keeping with the rights and transfer framework created under the Directive's requirements. We would like to better understand the Commission's concerns about this clause in terms of substantive as well as drafting issues in order to foster further productive discussions.*

IV. Law Applicable to the Clauses

These Clauses shall be governed by the law of the country in which the Data Exporter is established, with the exception of the laws and regulations relating to processing of the Personal Data by the Data Importer under Clause II.(h), which shall apply only if so selected by the Data Importer under that Clause.

V. Resolution of Disputes with Data Subjects or the Authority

a) In the event of a dispute or claim brought by a Data Subject or the Authority concerning the processing of the Personal Data against either or both of the Parties, the Parties will inform each other about any such disputes or claims, and will cooperate with a view to settling them amicably in a timely fashion.

b) The Parties agree to respond to any generally-available non-binding mediation procedure initiated by a Data Subject or by the Authority. If they do participate in the proceedings, the Parties may elect to do so remotely (such as by telephone or other electronic means). The Parties also agree to consider participating in any other arbitration, mediation, or other dispute resolution proceedings developed for data protection disputes.

c) Each Party shall abide by a decision of a competent court of the Data Exporter's country of establishment or of the Authority which is final and against which no further appeal is possible.

VI. Termination

a) In the event that the Data Importer is in breach of its obligations under these Clauses, then the Data Exporter may temporarily suspend the transfer of Personal Data to the Data Importer until the breach is repaired or the contract is terminated.

b) In the event that:

- i) the transfer of Personal Data to the Data Importer has been temporarily suspended by the Data Exporter for longer than one month pursuant to paragraph a);
- ii) compliance by the Data Importer with these Clauses would put it in breach of its legal or regulatory obligations in the country of import;
- iii) the Data Importer is in substantial or persistent breach of any warranties or undertakings given by it under these Clauses;
- iv) a final decision against which no further appeal is possible of a competent court of the Data Exporter's country of establishment or of the Authority rules that there has been a breach of the Clauses by the Data Importer or the Data Exporter; or
- v) a petition is presented for the administration or winding up of the Data Importer, whether in its personal or business capacity, which petition is not dismissed within the applicable period for such dismissal under applicable law; a winding up order is made; a receiver is appointed over any of its assets; a trustee in bankruptcy is appointed, if the Data Importer is an individual; a company voluntary arrangement is commenced by it; or any equivalent event in any jurisdiction occurs

then the Data Exporter, without prejudice to any other rights which it may have against the Data Importer, shall be entitled to terminate these Clauses, in which case the Authority shall be informed where required. In cases covered by i), ii), or iv) above the Data Importer may also terminate these Clauses.

- c) Either Party may terminate these Clauses if (i) any Commission positive adequacy decision under Article 25(6) of Directive 95/46/EC (or any superseding text) is issued in relation to the country (or a sector thereof) to which the data is transferred and processed by the Data Importer, or (ii) Directive 95/46/EC (or any superseding text) becomes directly applicable in such country.
- d) The Parties agree that the termination of these Clauses at any time, in any circumstances and for whatever reason (except for termination under Clause VI.(c)) does not exempt them from the obligations and/or conditions under the Clauses as regards the processing of the Personal Data transferred.

VII. Variation of these Clauses

The Parties may not modify these Clauses except to update any information in **Annex B**, in which case they will inform the Authority where required. This does not preclude the parties from adding additional commercial clauses where required.

VIII. Description of the Transfer

The details of the transfer and of the Personal Data are specified in **Annex B**. The Parties agree that **Annex B** may contain confidential business information which they will not disclose to third parties, except as required by law or in response to a competent regulatory or government agency, or as required under Clause I.(e). The Parties may execute additional Annexes to cover additional transfers, which will be submitted to the Authority where required. **Annex B** may, in the alternative, be drafted to cover multiple transfers.

Dated: _____

for DATA IMPORTER

.....
.....
.....

for DATA EXPORTER

.....
.....
.....

ANNEX A: DATA PROCESSING PRINCIPLES

1. **Purpose limitation** - Personal Data may be processed and subsequently used or further communicated only for purposes described in **Annex B** or subsequently authorised by the Data Subject.
2. **Data quality and proportionality** - Personal Data must be accurate and, where necessary, kept up to date. The Personal Data must be adequate, relevant and not excessive in relation to the purposes for which they are transferred and further processed.
3. **Transparency** - Data Subjects must be provided with information necessary to ensure fair processing (such as information about the purposes of processing and about the transfer), unless such information has already been given by the Data Exporter.
4. **Security and confidentiality** - Technical and organisational security measures must be taken by the Data Controller that are appropriate to the risks, such as against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, presented by the Processing. Any person acting under the authority of the Data Controller, including a processor, must not process the data except on instructions from the Data Controller.
5. **Rights of access, rectification, deletion and objection** - Data Subjects must, whether directly or via a third party, be provided with the personal information about them that an organisation holds and be able to correct, amend, or delete that information where it is inaccurate or processed against these Principles, except for requests which are obviously abusive based on their number or repetitive or systematic nature, or for instance where it proves impossible or would involve efforts which are disproportionate to the fundamental rights and freedoms of Data Subjects safeguarded under these Clauses, or where the rights of persons other than the individual would be violated (in which cases the Data Subject may challenge the refusal before the Authority). The Data Subject must also be able to object to the Processing of the Personal Data relating to him if there are compelling legitimate grounds relating to his particular situation.
6. **Sensitive Data** - The Data Importer shall take such additional measures (e.g., relating to security) as are necessary to protect such Sensitive Data in accordance with its obligations under Clause II.
7. **Data used for Marketing Purposes** - Where data are processed for the purposes of direct marketing, effective procedures should exist allowing the data subject at any time to 'opt-out' from having his data used for such purposes.
8. **Automated Decisions** - For purposes hereof "Automated Decision" shall mean a decision by the Data Exporter or the Data Importer which produces legal effects concerning a Data Subject or significantly affects a Data Subject and which is based solely on automated Processing of Personal Data intended to evaluate certain personal aspects relating to him, such as his performance at work, creditworthiness, reliability, conduct, etc. The Data Importer shall not make any Automated Decisions concerning Data Subjects, except when:
 - a.
 - i) such decisions are made by the Data Importer in entering into or performing a contract with the Data Subject, and
 - ii) the Data Subject is given an opportunity to discuss the results of a relevant Automated Decision with a representative of the party making such decision or otherwise to make representations to that party.
 - or
 - b. Where otherwise provided by the law of the Data Exporter.

**ANNEX B: DESCRIPTION OF THE TRANSFER
[To be completed by the Parties]**

Data Subjects

The Personal Data transferred concern the following categories of Data Subjects:

.....
.....
.....

Purposes of the transfer[s]

The transfer is made for the following purposes:

.....
.....
.....

Categories of data

The Personal Data transferred concern the following categories of data:

.....
.....
.....

Recipients

The Personal Data transferred may be disclosed only to the following recipients or categories of recipients:

.....
.....
.....

Sensitive Data (if appropriate)

The Personal Data transferred concern the following categories of Sensitive Data:

.....
.....
.....

Data Protection Registration Information of Data Exporter (where applicable)

.....
.....

Additional Useful Information (storage limits and other relevant information)

.....
.....

Contact Points for Data Protection Enquiries

Data Importer

Data Exporter

.....
.....

ILLUSTRATIVE COMMERCIAL CLAUSES (OPTIONAL)

Indemnification between the Data Exporter and Data Importer:

“The Parties will indemnify each other and hold each other harmless from any cost, charge, damages, expense or loss which they cause each other as a result of their breach of any of the provisions of these Clauses. Indemnification hereunder is contingent upon (a) the Party(ies) to be indemnified (the “Indemnified Party(ies)”) promptly notifying the other Party(ies) (the “Indemnifying Party(ies)”) of a claim, (b) the Indemnifying Party(ies) having sole control of the defence and settlement of any such claim, and (c) the Indemnified Party(ies) providing reasonable cooperation and assistance to the Indemnifying Party(ies) in defence of such claim.”

Dispute Resolution between the Data Exporter and Data Importer (the Parties may of course substitute any other alternative dispute resolution or jurisdictional clause):

“In the event of a dispute between the Data Importer and the Data Exporter concerning any alleged breach of any provision of these Clauses, such dispute shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said rules. The place of arbitration shall be []. The number of arbitrators shall be [].”

Allocation of Costs:

“Each Party shall perform its obligations under these Clauses at its own cost.”

Extra Termination Clause

“In the event of termination of these Clauses, the Data Importer must return all Personal Data and all copies of the Personal Data subject to these Clauses to the Data Exporter forthwith or, at the Data Exporter's choice, will destroy all copies of the same and certify to the Data Exporter that it has done so, unless the Data Importer is prevented by its national law or local regulator from destroying or returning all or part of such data, in which event the data will be kept confidential and will not be actively processed for any purpose. The Data Importer agrees that, if so requested by the Data Exporter, it will allow the Data Exporter, or an inspection agent selected by the Data Exporter and not reasonably objected to by the Data Importer, access to its establishment to verify that this has been done, with reasonable notice and during business hours.”