Due to data protection and compliance requirements, a DPA (data processing agreement) is essential. A DPA is required for the main contract every time a service provider is procured. For some orders there are templates from the service provider, otherwise the GRC DPA template should be used.

In this contract, the legal and technical organizational measures (TOM) of the service provider are specified and agreed on.

**We established the following process especially for Division 6, which must be strictly followed:**

1. A DPA must always be concluded if personal data is exchanged with the service provider.
2. Please send all filled out DPAs (please only use the D6 internal templates [DE](https://drkgsberlin.sharepoint.com/:w:/r/sites/Bereich6/Team%2062/Data%20Protection/Templates/DPAs/01.%20V4.0%20D6_Mustervertrag_Auftragsverarbeitung_DSGVO.docx?d=wa0adfd4fbe00421c867b63fca9406bdc&csf=1&web=1&e=r5CYc3) / [EN](https://drkgsberlin.sharepoint.com/:w:/r/sites/Bereich6/Team%2062/Data%20Protection/Templates/DPAs/03.%20V4.0%20D6_Template_Data_Processing_Agreement_GDPR.docx?d=w3e24d787747341f681a0b711b4004c06&csf=1&web=1&e=ZE32N3)) or DPAs provided by the service provider [J.Diane@drk.de](mailto:J.Diane@drk.de) or [data-protection@drk.de](mailto:data-protection@drk.de).
3. They are reviewed by J. Diané and, if necessary, forwarded to the external data protection officer (NO additional costs will be charged for this).
4. Signatories to the DPA must be the same as the main signatories to the main contract
5. The finalized main contract must be provided to J. Diané.
6. The approval of the DPA will be carried out by J. Diané

**DPAs with single contractors / consultants (**[**DE**](https://drkgsberlin.sharepoint.com/:w:/r/sites/Bereich6/Team%2062/Data%20Protection/Templates/DPAs/02.%20V4.0%20D6-Mustervertrag_Auftragsverearbeitung_Consultants%20TOMs.docx?d=w99ab9f18bee34305b65301a9238e0103&csf=1&web=1&e=JJxfS5)**/**[**EN**](https://drkgsberlin.sharepoint.com/:w:/r/sites/Bereich6/Team%2062/Data%20Protection/Templates/DPAs/04.%20V4.0%20D6_Template_Data_Processing_Agreement_%20Consultant%20TOMs.docx?d=wf19eb28ed92443ed8ad42c93eddc3a51&csf=1&web=1&e=Yd1hem)**):**

Single contractors who cannot afford the IT and data protection requirements are classified as follows:

1. Single contractors who work continuously with our data for an extended period and have access to our SharePoint will receive a GRC email account and laptop.
2. **Access must be carefully restricted by us** to single contractors who can only access our data or our SharePoint for a defined time period.