

Clifford Chance

Data privacy



Data privacy

Our Suppliers are expected to reflect and support our commitment to the protection of Personal Data and respect for individual privacy rights. This section outlines the standards Clifford Chance expects whenever Personal Data is exchanged in the context of delivering and/or receiving services.

Compliance	The Supplier shall have data privacy processes, policies and procedures appropriate to the services provided, aligned to good industry practice and applicable data privacy and other laws. These should be made available to Clifford Chance upon request. Where appropriate the Supplier shall agree to be audited on compliance with these standards.
Contractual requirements	The Supplier shall enter into a written contract with appropriate data privacy obligations taking into account the requirements of applicable law, the data to be processed the nature of the processing; and the role of the Supplier. The Supplier shall agree to only process the Personal Data for the purpose of delivering the services and where appropriate, in accordance with Clifford Chance's written instructions.
Processing	The Supplier shall comply with the principles of the GDPR and other data privacy laws when processing Personal Data.
Protecting individuals	The Supplier shall take appropriate steps to protect the individuals whose data is processed including assessing the impact of processing and to process the data in a manner that is consistent with their data subject rights. The Supplier shall inform Clifford Chance if it receives a request from a data subject. Where appropriate, the Supplier shall have in place appropriate technical and organisational measures to support Clifford Chance's response to data subject requests.
Retention	The Supplier shall return, delete, destroy or anonymise personal data as instructed by Clifford Chance unless it is necessary to retain the personal data for the purpose of complying with a legal obligation or to defend a legal claim.
Organisational and technical security	The Supplier shall take appropriate measures to protect the data from accidental or unlawful destruction, loss, alteration; unauthorised disclosure of or access. The Supplier will work with Clifford Chance to ensure that data is shared securely.
Location of processing	The Supplier shall not transfer personal data outside of the relevant region unless there is adequate protection for the rights and freedoms of individuals in relation to their personal data. Where necessary, the Supplier shall execute additional contractual commitments and assist with transfer impact assessments, as required by Clifford Chance, to ensure compliance with restrictions on the international transfer of personal data.
Data security incidents	The Supplier shall give Clifford Chance notice of any personal data breach or other incident prejudicing the security of personal data relating to Clifford Chance people or clients without undue delay. Where the Supplier acts as a Data Processor, the Supplier will work with Clifford Chance, where required to do so, to support the mediation and reporting of the breach.

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(continued)

<p>Sub-processors</p>	<p>The Supplier shall exercise appropriate due diligence when working with sub-processors and ensure that appropriate contractual controls are in place to protect personal data. Where sub-processors are appointed, the contract will include appropriate terms regarding the processing of personal data.</p>
<p>Employees</p>	<p>The Supplier will conduct appropriate due diligence when hiring new employees and contractors.</p> <p>All Supplier employees with access to personal data should be informed of the data protection requirements applicable to their role and be expected to commit to appropriate confidentiality terms.</p>
<p>Glossary of Terms:</p>	<p>“Data Subject” means a natural person whose personal data is processed by a data controller or processor.</p> <p>“GDPR” means the General Data Protection Regulation (EU) 2016/679, including any applicable amendment, re-enactment or replacement of it from time to time.</p> <p>“Personal Data” means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p> <p>“Privacy Impact Assessment” means an assessment of the impact of a process or system involving the accessing, processing, storing, creating or transferring of personal data.</p> <p>“Processing” means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;</p> <p>“Transfer” means any transfer or disclosure of personal data, by any means, including by post or courier, by electronic transmission or by making available for download.</p>

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