

**Confidentiality Undertaking for Group Use**

Xx (name of supplier) and

xx Group (on behalf of the MS Society)

**(insert date)**

The MS Society has a duty to ensure that anyone handling members’ personal information will do so in compliance with the GDPR (General Data Protection Regulation), and in particular:

*That personal information shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures*.

Therefore you undertake to:

* To treat all information received in carrying out the service as confidential;
* take appropriate measures to ensure the security of the personal data at all times;
* only engage a sub-processor (a person or organisation who will have access to the personal information) with the prior consent of the MS Society;
* assist if asked to by the MS Society in providing subject access (a copy of the personal information about an individual);
* notify the MS Society of personal data breaches and suspected breaches (if the personal data becomes insecure or accessible to others);
* delete or return all personal data to the MS Society as requested at the end of the contract; and
* allow the MS Society the right to audit or inspect how you keep the personal information, and provide it with whatever information it needs to ensure that both parties are meeting their data protection obligations.

By signing this agreement, all signatories accept responsibility for following it and agree to ensure that staff with access to the personal data are trained in basic data protection.

Signed on behalf of **xxxx Supplier**:

…………………………………………………………………………………………………………………

Title and Name :………………………………………………………………………………………….…

Rank/ Position:……………………………………………………………………………………………….

Date:…………………………………………………………………………………………………………..

Signed on behalf of **xxxx Group**:

…………………………………………………………………………………………………………………

Title and Name:……………………………………………………………………………………………..

Rank/ Position:……………………………………………………………………………………………….

Date:………………………………………………………………………………………………………