



**International Chamber of Commerce**

*The world business organization*

**Department of Policy and Business Practices**

**Commission on E-Business, IT and Telecoms**

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**Task Force on Privacy and the Protection of Personal Data**

**Final Approved Version of Alternative Standard Contractual Clauses for the Transfer of Personal Data from the EU to Third Countries (controller to controller transfers)**

On December 27, 2004, the European Commission recognized a set of standard contractual clauses proposed by seven leading business associations (including ICC)<sup>1</sup> as providing an “adequate level of data protection” under the EU Data Protection Directive 95/46/EC for transferring personal data outside the EU.

The Commission’s approval means that the clauses are officially recognized as granting full protection under EU data protection law for personal data that is transferred from all Member States of the European Union. The alternative clauses give business an important additional tool to satisfy the EU’s stringent restrictions on data exports, and provide additional protections to personal data beyond those contained in the Commission’s present standard contractual clauses. These FAQs answer some preliminary questions regarding the clauses.<sup>2</sup> The clauses themselves are available below and on the Commission’s web site.<sup>3</sup>

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<sup>1</sup> The associations are the American Chamber of Commerce to the European Union in Brussels (AmCham EU); Confederation of British Industry (CBI); European Information, Communications and Consumer Electronics Technology Industry Association (EICTA); Federation of European Direct and Interactive Marketing (FEDMA); International Chamber of Commerce (ICC); International Communication Round Table (ICRT); and the Japan Business Council in Europe (JBCE).

<sup>2</sup> These FAQs have been drafted by Christopher Kuner, Chairman, ICC Task Force on Privacy and the Protection of Personal Data.

<sup>3</sup> See [http://www.europa.eu.int/comm/internal\\_market/privacy/modelcontracts\\_en.htm](http://www.europa.eu.int/comm/internal_market/privacy/modelcontracts_en.htm).



### *What is the purpose of the clauses?*

European data protection law prohibits the transfer of personal data (for example, employee records, customer data, and company information collected in the scope of a “due diligence” procedure) outside the EU to countries that do not enjoy an “adequate level of data protection”. One of the ways to provide for such an adequate level of protection for transfers to countries that have not been formally found to be “adequate” by the EU is for the data exporter in the EU and the data importer outside the EU to conclude a data transfer agreement containing protections for the data. In 2001, the European Commission published a set of standard contractual clauses for controller-to-controller transfers (available on the Commission web site given above). The Commission’s adequacy decision means that the new clauses provide adequate protection for data transfers just as the existing clauses do.

### *Does my company have to use the clauses?*

No, use of the clauses, like use of the Commission’s existing clauses, is purely voluntary.

### *What about the Commission’s existing clauses?*

The Commission’s clauses from 2001 remain in effect, so that companies now have two sets of clauses to choose from.

### *When can my company start using the Clauses?*

The clauses are legally valid for transfers as from April 1, 2005.

### *What types of transfers are covered by the clauses?*

The clauses may be used for all transfers from a data controller in the EU to another data controller outside the EU (a data controller is an entity that determines the purposes and means of data processing). For example, a data importer that processes personal data from the EU solely at the direction of the European data exporter and without any discretion as to the purposes and means of processing is generally not considered a data controller.

### *Which countries are covered by the clauses?*

The clauses cover data transfers from all EU member states. The clauses may be used for transfers to all countries outside the EU that have not been formally found by the European Commission to offer an “adequate level of data protection”. Thus, they may be used for transfers from the EU to all countries EXCEPT the following ones, for which the use of contractual clauses is not necessary since such countries already offer an adequate level of data protection:

- The twenty-five EU Member States (currently Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom);



- The countries of the European Economic Area (Iceland, Liechtenstein, and Norway);
- The following countries that have been found by the EU to offer an adequate level of protection: Argentina, Canada, Guernsey, the Isle of Man, Switzerland, and the United States (but only for transfers to companies that are members of the US “safe harbour” arrangement).

***What are the major differences between the Commission’s existing clauses and the new alternative clauses?***

The new clauses grant “adequate protection” under EU law just as the Commission’s existing clauses do, but arrive at the same level of protection using a different route. The following are some of the main differences between the Commission’s existing clauses and the new alternative standard clauses:

1. The Commission Decision approving the new clauses limits the ability of the data protection authorities to block data flows in cases where data importers are unable to perform the contract because doing so would put them in violation of their home country law in areas such as tax reporting and money laundering.
2. *Liability:* The alternative clauses do not contain a joint and several liability clause, but instead place due diligence requirements on both importer and exporter (e.g., Clauses I.b. and II.f), and make each party liable only for the damages it caused (Clause III.a).
3. *Access rights:* The alternative clauses allow access to be denied for requests “which are obviously abusive based on unreasonable intervals or their number or repetitive or systematic nature, or for which access need not be granted under the law of the country of the Data Exporter” (Annex A.5).
4. *Third Party Beneficiary Rights:* The alternative clauses (Clause III.b) do not specifically require the parties to waive objections to consumer organizations bringing suit on behalf of data subjects as do the Commission’s existing clauses (Clause 3). Also, the alternative clauses allow direct suits by data subjects against the importer only if the exporter has not taken action to enforce the clauses within a reasonable period (normally one month).
5. *Making clauses available to data subjects:* The alternative clauses limit to the exporter the obligation to provide a copy of the clauses (Clause I.e), and then allow the exporter to remove confidential information from the clauses.
6. *Handling of complaints:* The alternative clauses allow, in effect, for the exporter and the importer to “outsource” to the importer the task of responding to inquiries from national data protection authorities (DPAs) (Clauses I.d and II.e).
7. *Monitoring compliance with local law:* Alternative clause II.c limits the importer’s obligation to warrant that local law does not prevent it from fulfilling its obligations under the contract to knowledge the importer has at the time it enters into the clauses, and to legal obligations “which would have a substantial adverse effect” on its compliance with the clauses. The alternative clauses also oblige the importer to notify only the exporter if it becomes aware of a conflicting legal obligation.



8. *Audits:* The alternative provision on auditing (Clause II.g) gives the data importer more rights than the Commission's does. For instance, in the alternative clauses the exporter's request for an audit is limited by several reasonableness requirements, and the auditor need not be agreed to by the DPA of the exporter's country as in the Commission's clause.
9. *Cooperation with DPAs:* The Commission's clauses require the importer to abide by "the advice" of the DPA, which term is dangerously vague. The alternative clauses require compliance with "a decision" of a competent court or a DPA "which is final and against which no further appeal is possible" (Clause V.c).
10. *Termination:* The alternative clauses contain detailed rules for termination and concerning the rights and obligations of the parties in the event of termination (Clause VI); the Commission's clauses contain only a single sentence dealing with termination.
11. *Variation of the clauses:* The alternative clauses allow the updating of factual information in Annex B, and for additional commercial provisions to be added. In addition, the alternative clauses allow for more flexible administration of the clauses, by explicitly allowing for the execution of additional annexes to cover additional transfers or for a single annex to cover multiple transfers.
12. *Notice of onward transfers:* The alternative Clause II.i.iii allows the importer to tell the data subject that the countries to which data will be further transferred "may have different data protection standards", rather than saying that "there is not an adequate level of protection of the privacy of individuals" in such countries as the Commission's clauses require.



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

**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**

For the purposes of the Clauses:

- (a) 'personal data', 'special categories of data/sensitive data', 'process/processing', 'controller', 'processor', 'Data Subject', and 'Supervisory Authority/Authority' shall have the same meaning as in Directive 95/46/EC of 24 October 1995 (whereby 'the Authority' shall mean the competent data protection authority in the territory in which the data exporter is established);
- (b) 'the Data Exporter' shall mean the controller who transfers the Personal Data;
- (c) 'the Data Importer' shall mean the Controller who agrees to receive from the Data Exporter personal data for further processing in accordance with the terms of these Clauses and who is not subject to a third country's system ensuring adequate protection;
- (d) '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.

The details of the transfer (as well as the personal data covered) 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 Provisions<sup>4</sup> 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 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;<sup>5</sup> 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.

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<sup>4</sup> “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).

<sup>5</sup> However, the provisions of Annex A.5 concerning rights of access, rectification, deletion and objection must be applied when this option is chosen and take precedence over any comparable provisions of the Commission Decision selected.



### **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, and accept jurisdiction for this purpose in the Data Exporter's country of establishment. In cases involving allegations of breach by the Data Importer, the Data Subject must first request the Data Exporter to take appropriate action to enforce his rights against the Data Importer; if the Data Exporter does not take such action within a reasonable period (which under normal circumstances would be one month), the Data Subject may then enforce his rights against the Data Importer directly. A Data Subject is entitled to proceed directly against a Data Exporter that has failed to use reasonable efforts to determine that the Data Importer is able to satisfy its legal obligations under these clauses (the Data Exporter shall have the burden to prove that it took reasonable efforts).

### **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

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\_\_\_\_\_  
for DATA EXPORTER

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## **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** - As provided in Article 12 of Directive 95/46/EC, Data Subjects must, whether directly or via a third party, be provided with the personal information about them that an organisation holds, except for requests which are manifestly abusive based on unreasonable intervals or their number or repetitive or systematic nature, or for which access need not be granted under the law of the country of the Data Exporter. Provided that the Authority has given its prior approval, access need also not be granted when doing so would be likely to seriously harm the interests of the Data Importer or other organizations dealing with the Data Importer and such interests are not overridden by the interests for fundamental rights and freedoms of the Data Subject. The sources of the personal data need not be identified when this is not possible by reasonable efforts, or where the rights of persons other than the individual would be violated. Data Subjects must be able to have the personal information about them rectified, amended, or deleted where it is inaccurate or processed against these Principles. If there are compelling grounds to doubt the legitimacy of the request, the organisation may require further justifications before proceeding to rectification, amendment or deletion. Notification of any rectification, amendment, or deletion to third parties to whom the data have been disclosed need not be made when this involves a disproportionate effort. A 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. The burden of proof for any refusal rests on the Data Importer, and the Data Subject may always challenge a refusal before the Authority.
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:

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### *Purposes of the transfer[s]*

The transfer is made for the following purposes:

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### *Categories of data*

The Personal Data transferred concern the following categories of data:

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### *Recipients*

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

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### *Sensitive Data (if appropriate)*

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

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### *Data protection registration information of Data Exporter (where applicable)*

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### *Additional useful information (storage limits and other relevant information)*

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### *Contact points for data protection enquiries*

#### *Data Importer*

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#### *Data Exporter*

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## **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.”