\*\* FREE PREVIEW VERSION \*\*

[organization logo]

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**CROSS BORDER PERSONAL DATA TRANSFER PROCEDURE**

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# Scope, purpose and users

This Cross Border Data Transfer Procedure (hereinafter referred to as “Procedure”) is established in order to create a common approach throughout [Company Name] (hereinafter referred to as the “Company”) regarding all instances of transfers of personal data to a third country (hereinafter referred to “Cross Border Data Transfer” or “CBDT”).

All employees/staff, contractors or temporary employees/staff and third parties working for or acting on behalf of the Company must to be aware of, and follow this procedure when considering transferring data outside European Economic Area (EEA).

# Definitions

**Cross Border Data Transfer** (CBDT) - Transfer of personal data by controllers established in the European Union (EU) to recipients established outside the territory of the EU/EEA who act either as controllers or as processors.

**Data Exporter** - The controller who transfers the personal data.

**Data Importer** - The processor established in a third country who agrees to receive, from the data exporter, personal data intended for processing on the data exporter’s behalf after the transfer, in accordance with his instructions and the terms of applicable laws, and who is not subject to a third country’s system ensuring adequate protection within the meaning of Article 25(1) of Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

**DPA** - Data Protection Authority.

**DTA** - Data Transfer Agreement.

\*\* END OF FREE PREVIEW \*\*

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