



Phab Ltd. Charity Number 283931

GDPR Data Sharing Agreement for External Suppliers

Between

Phab Ltd (the "Data Controller")

Registered Office: 5 Robin Hood

Lane, Sutton, England, SM1 2SW

Email: info@phab.org.uk

and

Supplier: [Supplier Name] (the "Data Processor")

[Supplier Address]

[Supplier Email]

Effective Date: [Insert date]

Review Date: [Insert date]

1. Purpose of Data Sharing

Phab Ltd may share personal data of event participants (e.g. volunteers, supporters, members, staff) with external suppliers solely for the purposes of supporting the planning, coordination, and safe delivery of Phab events, including but not limited to:

- Accommodation arrangements
- Invitation Offers
- Catering and dietary needs
- Accessibility requirements
- Emergency contact management

The Supplier agrees to process personal data **only as necessary for the performance of these services**.

2. Data Types Shared

The personal data shared may include:

- Full names
- Contact details (email/phone)
- Dietary and accessibility needs
- Emergency contacts
- Age (if relevant, e.g. minors)

- Medical information (if required for safety)

Sensitive data will only be shared when strictly necessary and in accordance with UK GDPR requirements (Article 9).

3. Lawful Basis for Processing

Phab Ltd processes and shares this data under the lawful basis of:

- **Legitimate interests** (event delivery and safeguarding), and
- **Vital interests** (ensuring health and safety at events), and/or
- **Consent** (where required for special category data)

4. Supplier Obligations

The Supplier shall:

- Process data only on documented instructions from Phab Ltd.
- Treat all personal data as confidential.
- Implement appropriate technical and organisational security measures to protect data.
- Not share or disclose personal data to any third party unless legally required or explicitly authorised by Phab Ltd.
- Notify Phab Ltd immediately of any suspected data breach or unauthorised access.
- Delete or return all personal data after the event and when no longer required.

5. Data Security and Email Use

- Personal data must only be shared via **encrypted or secure email methods** (e.g. password-protected attachments or secure portals).
- The Supplier must **not use personal data for marketing** or any other purpose beyond the agreed event function.
- If the Supplier uses sub-processors (e.g. subcontracted caterers), they must inform Phab Ltd and ensure GDPR compliance is maintained.

6. International Transfers

The Supplier agrees **not to transfer data outside the UK or EEA** without written consent from Phab Ltd and only if appropriate safeguards are in place.

7. Data Subject Rights

The Supplier shall assist Phab Ltd in responding to data subject requests under UK GDPR, including:

- Right to access
- Right to rectification
- Right to erasure
- Right to restrict or object to processing

8. Duration

This agreement remains in effect for the duration of the dates of this contract and until all shared data has been securely deleted or returned to Phab Ltd.

9. Termination

Phab Ltd may terminate this agreement immediately if the Supplier fails to comply with GDPR obligations or breaches this agreement.

10. Signatures

For Phab Ltd

Name: _____

Role: _____

Signature: _____

Date: _____

For [Supplier Name]

Name: _____

Role: _____

Signature: _____

Date: _____