Text

Description automatically generated

**ADISA Member's Sub-Processor Disclosure form**

**Version 1.0**

|  |  |
| --- | --- |
| Company Name: |  |
| Submitted By: |  |
| Date: |  |
| Certification Number: |  |

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| **Definition of a sub-processor** | | | | | | |
| A sub-processor is a company who performs part of the data processing activities on behalf of the ITAD. This does NOT include logistics or waste management but would include companies providing on-site shredding or hard drive repair services. | | | | | | |
| **Criterion 2.8.1** | | | | | | |
| Each certified member shall complete the sub-processor disclosure form and revalidate and submit to ADISA every six months. | | | | | | |
| **Criterion 2.8.2** | | | | | | |
| The use of a sub-processor shall be disclosed to and approved in writing by the customer prior to work being carried out. | | | | | | |
| **Criterion 2.8.3** | | | | | | |
| When a sub-processor is changed or new sub-processor appointed, the ITAD shall disclose the change to the customer prior to the change occurring in order to permit the customer to object. | | | | | | |
| **Criterion 2.9.1** | | | | | | |
| Sub-processors shall be controlled by a contract which has the same explicit data protection obligations which the ITAD has agreed with the customer. This is to include all aspects in 2.1.2. | | | | | | |
| **Criterion 2.9.2** | | | | | | |
| Any sub-processor used to perform any part of the data processing service shall be audited by the ITAD to ensure conformance with ADISA Standard. This can be done by a third-party or by the ITAD but shall involve a physical audit and result in a written record. Self-validation by the sub-processor is not permitted. | | | | | | |
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| **Supplier Name** | **Address** | **Service Offered** | **Use of Sub-Processor approved by Customer? If so, how is this achieved?** | **\* Contract compliant with Criterion 2.9.1** | **ADISA Certified?** | **\* Audit Done compliant with Criterion 2.9.2** |
| *e.g. ABC Shredding* | *Shredtown, Birmingham* | *Shredding* | *Customer contract* | *Yes* | *No* | *Yes* |
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| \*Copies to be provided to ADISA | | | | | | |