Bird&Bird

Latest Updates to EU BCRs

Version 1

November 2022



ARTICLE 29 EUROPEAN DATA PROTECTION WORKING PARTYBOARD

Working Document setting up a table with Recommendations 1/2022 on the Application for Approval and on the elements and principles to be found in Controller

Binding Corporate Rules (Art. 47 GDPR)

The recommendations will be subject to public consultation until 10 January 2023.

ELEMENTS AND PRINCIPLES TO BE FOUND IN BCR-C

Criteria for BCR-C approval	In the	In the	Texts of	Comments	References to BCR-
of BCRs	BCRs	application	reference		C, application BCRs
	BCR-C	form	Reference		form BCR-C, and / or
					supporting
					<u>documents</u> ¹
1 - BINDING NATURE					
INTERNALLY					
1.1 The duty Duty to	YES	YES-NO	Article	The BCRsBCR-C must be legally binding and shallshould	
respect the BCRs			47(1)(a) and	contain a clear duty for each participating BCR member of the	
			(2)(c) GDPR ²	Group of undertakings or group of enterprises engaged in a	
-BCR-C				joint economic activity ('BCR member'), including their	
				employees, to respect the BCRs. BCR-C.	

¹To be completed by applicant. To be completed by the applicant by inserting references to the paragraphs/sections/parts of the BCR documents and, if necessary, any supporting documents, that address the respective requirement. Please note that all mandatory content needs to be included in the BCR documents (in the core document(s) or its annexes), while "supporting documents" (i.e. documents that are not part of the BCR) may only be submitted for reasons of further explanation. Furthermore, it is not necessary to "copy & paste" text from the BCR documents, but it suffices mentioning the relevant sections of the documents as such. Examples: "Section 4.1 of the BCR document and paragraph 2.1 of Annex I (intra-group agreement); Part 2, Section 4 of the Application", "Section 2.1 of the BCR document and paragraph 3 of Annex 2 (Audit concept)".

² References in this paper to GDPR provisions do not imply that GDPR applies directly to the BCR members acting as data importers, but should rather be understood as the

² References in this paper to GDPR provisions do not imply that GDPR applies directly to the BCR members acting as data importers, but should rather be understood as the threshold for commitments that need to be made in a BCR. If the BCR make reference to GDPR provisions, possible wording to indicate this might e.g. be "in line with Article X of the GDPR", "... as those provided for by Article X of the GDPR".

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1.2 An	NO	YES	Article	The Group will have to explain in its application form how
explanation Explanation of			47(1)(a) and	the rules BCR-C are made binding÷:
how the rules BCR-C are			(2)(c) GDPR	i). For each participating company/entity in the groupBCR
internally ³ made binding				member, by one or more of the following:
on the BCR members of				-a) Intra-group agreement,—;
the group, and also the on				- <u>b)</u> Unilateral undertakings (this is only possible <u>Declaration</u>
their employees				(hereinafter "UD"), if the BCR member following
				requirements are met:
				- The entity/entities taking responsibility and liability is(see
				Section 1.4 below) is/are located in a Member State that
				recognizes Unilateral undertakings
				recognising UDs as binding;
				- The entity/entities taking responsibility and if this BCR
				member isliability (see Section 1.4 below) is/are legally able
				to bind the other <u>BCR</u> members subject to <u>BCRs</u>), and this is
				expressly provided for, e.g. in a separate written
				commitment from that entity;
				The BCR-C state the principle that all the entities identified
				in the UD are bound by the BCR-C;
				- The law applicable to the UD is the law of the country of the
				entity/entities taking responsibility and liability (see Section
				1.4 below). The applicable law is
				expressly stated in the UD; and
				- It is the Group's responsibility to verify that any additional
				requirements of the applicable law for bindingness are met
				(such as publication of the UD,).
				c) Other means (only if the group Group demonstrates how
				the binding character of the BCRsBCR-C is achieved). The
	1	1		

³ Please note than beside having internal binding nature (i.e. binding effect on the BCR members and their employees) the BCR-C must also have an external binding effect in the sense of providing legal enforceability (of certain parts of the BCR-C) for the data subjects by creating third-party beneficiary rights. See Section 1.3 below as regards this external binding effect.

	1				1
				BCR Lead can require corresponding documentation that	
				demonstrates the binding character. ⁴	
				ii). On employees by one or more of:	
				-a) Individual and separate agreement(s//) / undertaking	
				with sanctions;	
				-b) Clause in employment contract with a description of	
				applicable sanctions,	
				- Internal policies with sanctions, or	
				-c) Collective agreements with sanctions-;	
				-d) Internal policies with sanctions; or	
				e) Other means (but the group must.	
				Regarding d) and e) above, the Group should properly	
				explaindemonstrate how those means make the BCRs are	
				madeBCR-C binding on the employees).	
				The BCR Lead can request corresponding documentation	
				that demonstrates the binding character.	
EXTERNALLY					
1.3 The creation.1 Creation	YES	YES-NO	Article	The BCRsBCR-C must expressly confer rights ento data	
of third-party beneficiary	123	123 110	47(1)(b),	subjects to enforce the rules BCR-C as third-party	
rights forthat are			(2)(c) and (e)	beneficiaries.	
enforceable by data			GDPR	beneficialies.	
subjects . Including the			GDIK	Data subjects must, at least be able to enforce as regards the	
possibility to lodge a				following elements of the BCRs: BCR-C:	
complaint before the				Data protection principles (Art. 47.2.d and Section 6.1 of	
competent SA and before				this referential).	
the courts				tino referentially,	
the courts				- Data protection principles, lawfulness of processing,	
				security and personal data breach notifications, restrictions	
				on onward transfers (see Article 47(2)(d) GDPR, and Sections	
				5.1.1, 5.1.2, 5.1.3 second paragraph 3rd indent ["duty to	

⁴ The most straightforward instrument in this regard is a contractual arrangement (i.e., an intra-group agreement), since contractual arrangements can be legally enforced by third parties as beneficiaries under private law in all Member States.

notify without undue delay to data subjects where the personal data breach is likely to result in a high risk to their rights and freedoms"], and 5.1.4 below): - Transparency and easy access to BCRs (Art. the BCR-C (see Article 47-(2-)(g) GDPR, and Section 6.1, Section 5.7 of this referential), and 5.1.1 below); - Rights of information, access, rectification, erasure, restriction, notification regarding rectification or erasure or restriction, objection to processing, right not to be subject to decisions based solely on automated processing, including profiling (GDPR Art.see Article 47-(2-)(e-and Art.), Articles 15-16, 17,18 to 19, 21, and 22), GDPR, and Section 5.2 below); - National legislation preventing respect of BCRs (Art. 47.2.m and Section 6.3 of this referential), - Obligations in case of local laws and practices affecting compliance with the BCR-C and in case of government access requests (see Article 47(2)(m) GDPR, and Section 5.4.1 and 5.4.2 below); - Right to complain through the Group's internal complaint mechanism of the companies (Art.process (see Article 47-(1-)(i) GDPR, and Section 23.2 of this referential), below); - Cooperation duties with Supervisory Authorities (Art.Competent SAs (see Article 47-(2-)(j), (k-and I. Section 3.1 of this referential). - Liability and jurisdiction provisions (Art. 47.2.e and f, Section 1.3, 1.4 of this referential). In particular, the BCRs must confer the right to lodge a complaint with the competent supervisory authority (choice before the SA in the Member State of his habitual residence, place of work or place of the alleged infringement, pursuant to art. 77 GDPR), and before the competent court of the EU Member States (choice for the data subject to act before the courts where the controller or processor has an establishment or

where the data subject has his or her habitual residence pursuant to Article 79 GDPR).

The BCRs should expressly confer to the data subjects the right to judicial remedies(I) GDPR, and the right to obtain redress and, where appropriate, compensation in case of any breach of one of the enforceable elements of the BCRs as enumerated above (see Articles 77 – 82 GDPR).

Companies should ensure that all those rights are Section 4.1 below) relating to compliance obligations covered by thethis third party beneficiary clause of their BCRs by, for example, making a reference to the clauses/sections/parts of their BCRs where these rights are regulated or by listing them all in the said third party beneficiary clause.;

- Jurisdiction and liability provisions (see Article 47(2)(e) and (f) GDPR, and Sections 1.3.2 and 1.4 below);
- Duty to inform the data subjects about any update of the BCR-C and of the list of BCR members (see Section 8.1 below);
- Third-party beneficiary clause itself (see present Section 1.3.1);
- Right to judicial remedies, redress and compensation (see Section 1.3.2 below)

These rights do not extend to those elements of the BCRs BCR-C pertaining to internal mechanisms implemented within entities, such as detaildetails of training, audit programmes programme, compliance network, and mechanism for updating of the rules.BCR-C.

The Group needs to make sure that third-party beneficiary rights are effectively created to make those commitments binding (see Section 1.2 below).

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1.3.2 Right to judicial	<u>YES</u>	<u>NO</u>	<u>Article</u>	The BCR-C shall expressly confer on data subjects the right to	
remedies, redress and			47(2)(e) and	judicial remedies and the right to obtain redress and, where	
compensation for data			Articles 77 to	appropriate, compensation in case of any breach of one of	
<u>subjects</u>			<u>82 GDPR</u>	the enforceable elements of the BCR-C as enumerated in	
				Section 1.3.1 above. The BCR members accept that data	
				subjects may be represented by a not-for-profit body,	
				organisation or association under the conditions set out in	
				Article 80(1) GDPR (see Articles 77 – 82 GDPR).	
				The BCR members should make sure that all those rights are	
				covered by the third-party beneficiary clause of the BCR-C,	
				for example, by making reference to the clauses, sections,	
				and/or parts of the BCR-C where those rights are regulated,	
				or by listing them in the said third-party beneficiary clause.	
				The BCR-C must confer on data subjects the right to lodge a	
				complaint (by including a direct reference to such right in the	
				relevant BCR-C documents that are binding and published):	
				- with a SA, in particular in the Member State of the data	
				subject's habitual residence, place of work or place of the	
				alleged infringement; and	
				- before the competent court of the Member States where	
				the controller or processor has an establishment, or where	
				the data subject has their habitual residence.	
1.4 The EU headquarters,	YES	YES-NO	Article	The BCRs BCR-C must contain a duty for the EU headquarters,	
EUOne or more BCR			47(2)(f)	or the EUthat, at any given time, one BCR member with	
member(s) in the EEA with			GDPR	delegated responsibilities to acceptin the EEA accepts	
delegated data protection				responsibility for and to agreeagrees to take the necessary	
responsibilities or the data				actionactions to remedy the acts of other BCR members	
exporter				outside of the EU bound by the BCRsEEA, and to pay	
accepts responsibility				compensation for any material or non-material damages	
accept liability for paying				resulting from the violation of the BCRs BCR-C by such BCR	
compensation to data				members- ("centralised responsibility and liability regime").	
subjects and to					
	J	1		l .	

remedyremedying breaches of the BCRs.BCR-C (hereinafter "Liable BCR Member(s)") 1.5 The company-Liable	NO	YES	IWP 74 point	SAs may also, on a case-by-case basis, accept solutions where several BCR members established in the EEA have such responsibility and liability, and where sufficient and adequate assurances are provided by the applicant. Where an alternative mechanism to the centralised responsibility and liability regime is used, the applicant should show that data subjects will be transparently informed, assisted in exercising their rights and not disadvantaged or unduly inhibited in any way by the use of such alternative mechanism. The BCRs mustBCR-C should also state that, if a BCR member outside the EUEEA violates the BCRsBCR-C, the courts or other competent judicial authorities in the EUEEA will have jurisdiction, and the data subject subjects will have the rights and remedies against the Liable BCR member that has accepted responsibility and liability as if the violation had been caused by them the latter in the Member State in which they are it is based, instead of the BCR member outside the EU. Another option, in particular if it is not possible for a group with particular corporate structures to impose on a specific entity to take all the responsibility for any breach of BCRs outside of the EU, it may provide that every BCR member exporting data out of the EU on the basis of the BCR will be liable for any breaches of the BCRs by the BCR member established outside the EU which received the data from this EU BCR member. EEA. The application form mustshould contain a confirmation that	
1.5 The company-Liable BCR member(s) has sufficient assets-	NO	YES	[WP 74 point 5.5.2. §2 (page 18) + WP108 point 5.17. (page	The application form mustshould contain a confirmation that anythe Liable BCR member that has accepted liability for the acts of other members bound by the BCRs outside of the EU(s) has sufficient assets, or has made appropriate arrangements to enable itself to pay compensation for damages resulting from thea breach of the BCRs.BCR-C.	

			6)] <u>Article</u> 70(1)(i) GDPR	Such confirmation should be renewed at the occasion of every annual update (see Section 8.1 below).	
1.6 The burden of proof lies with the company not the individual. Liable BCR member(s)	YES	YES-NO	Article 47(2)(f) GDPR	BCRsThe BCR-C must statecontain the commitment that the BCR member that has accepted liability will also have the burden of proof to where data subjects can demonstrate that the BCR member outside the EU is not liable for any violation of the rulesthey have suffered damage and establish facts which has resulted in show it is likely that the data subject claiming damages. If damage has occurred because of the breach of the BCR-C, it will be for the Liable BCR member that has accepted liability canto prove that the BCR member outside of the EU isEEA was not responsible for the eventbreach of the BCR-C giving rise to the damage, it may discharge itself from any responsibilitythose damages, or that no such breach took place.	
1.7 Transparency and easyEasy access to BCRsthe BCR-C for data subjects	YES	NO	Article 47(2)(g) GDPR	BCRsThe BCR-C must contain the commitment that all data subjects benefitting from the third party beneficiary rights should be provided with the information as required by Articles 13 and 14 GDPR, information on their third-party beneficiary rights, with regard to the processing of their personal data, and on the means to exercise those rights, Furthermore, the BCR-C must contain the commitment that data subjects will be provided at least with the description of the scope of the BCR-C (see Section 2 below), the clause relating to the Group's liability (see Section 1.4 above), the clauses relating to the data protection principles (see Section 5.1.1 below), to the lawfulness of the processing (see Section 5.1.2 below), to security and personal data breach notifications (see Section 5.1.3 below), to restrictions on onward transfers (see Section 5.1.4 below), and the clauses	

relating to the data protection principles rights of the data subjects (see Section 5.2 below). This information should be up-to-date, and presented to data subjects in a clear, intelligible, and transparent way. This information should be provided in full, hence a summary hereof will not be sufficient.

The

Moreover, the BCR-C must illustrate the way in which such information shouldwill be provided in full and a summary will not be sufficient...

The BCRs must contain the right for every data subject to have an easy access to them. For instance, the BCRsBCR-C may state that at least the parts of the BCRsBCR-C on which information to the data subjects is mandatory (as described in the previous paragraph paragraphs) will be published on the internet or on the intranet (when data subjects are only the company Group staff having access to the intranet).

In case the Group plans to not publish the BCR-C as a whole, but only certain parts or a specific version aimed at informing data subjects, the Group should expressly provide in the BCR-C the list of the elements that it will include in that public version.

In such situation, the description of the material scope of the BCR-C⁵ should always be part of the information on the BCR-C that is publicly available. The list of definitions (see Section 9.1 below) and, if applicable, of abbreviations which are used in the BCR-C, should in any case be included in the parts of the BCR-C which are published. The BCR-C should contain an express commitment in this regard.

⁵ See Section 2.1 below.

P	1	1		
				The BCR-C must use clear and plain language so that
				employees and any other person in charge with applying the
				BCR-C can sufficiently understand them. The same applies to
				any parts/version of the BCR-C that will be published with
				the aim of providing access to the BCR-C for data subjects.
2 - SCOPE OF THE BCR				
2.1 Description of the	YES	YES	Article	In order to be transparent as to the scope of the BCRC, the
material scope of the BCR-			47(2)(b)	BCR-C must specify their material scope, and therefore
<u>C</u>			GDPR	contain a description of the transfers.
				The BCR-C must, in particular, specify per transfer or set of
				transfers ⁶ (for example, by means of a table):
				- the categories of personal data;
				- the type of processing and their purposes;
				- the categories of data subjects (e.g. data related to
				employees, customers, suppliers and other third parties as
				part of the Group's respective regular business activities);
				and
				- the third country or countries.
				As to the data subjects covered, BCR-C will apply to all data
				subjects whose personal data are transferred within the
				scope of the BCR-C from an entity under the scope of
				application of Chapter V GDPR. Therefore, the scope of the
				BCR-C may, in particular, not be limited to "EEA citizens or
				EEA residents".
2.2 List of BCR members,	YES	YES	Article	The BCR-C shall specify the structure and contact details of
and description of the			47(2)(a)	the Group and of each of its BCR members (contact details of
			GDPR	the BCR members – such as address and company
		1	L ———	

⁶ The information on the transfers must be exhaustive in that every transfer or set of transfers must be described. This does not mean that the information must be provided with a high degree of specificity or granularity. Where the description provided by the applicant is too broad, general or vague, the applicant should be able to explain why it is not in a position to provide more detailed information. If and to the extent that any of the elements provided in the transfers' description changes in the future, the process for BCR-C updates applies, i.e., information on the amendments to the BCR-C must be provided in the annual BCR-C update notified to the BCR Lead (see Section 8.1 below).

geographical scope of the				registration number, where available – should be inserted in	
BCR-C				the list of BCR members that is part of the BCR-C, for	
				example an annex thereof, that has to be published along	
				with the BCR-C).	
				The BCR-C should indicate that they at least apply to all	
				personal data transferred to BCR members outside the EEA,	
				and onward transfers to other BCR members outside the	
				EEA.	
23 - EFFECTIVENESS				LLA.	
23.1 The existence of a	VEC	VEC NO	Article	The DCDcDCD C must state that appreciate and up to date	
	YES	YES NO		The BCRs BCR-C must state that appropriate and up-to-date	
suitable Suitable			47(2)(n)	training on the BCRs will be BCR-C is provided to personnel	
training			GDPR	that have permanent or regular access to personal data, who	
programme				are involved in the collection of data or in the development	
				of tools used to process personal data.	
				The Supervisory Authorities training programme, including its	
				materials, has to be developed to a sufficiently elaborate	
				degree before the BCR-C are approved.	
				Training intervals should be specified in the BCR-C.	
				Training should cover, among others, procedures of	
				managing requests for access to personal data by public	
				authorities.	
				authornes.	
				The CAs evaluating the DCDsDCD C may ask for evamples and	
				The SAs evaluating the BCRsBCR-C may ask for examples and	
				explanations of the training programme during the	
				application procedure. The training programme should be	
				specified in the application.	
3.2.2 The existence of a	YES	YES-NO	Article	An internal complaints handling process must be	
complaint Complaint			47(2)(i) and	set up in the BCRsBCR-C to ensure that any data subject	
handling process for the			Article	should be able to exercise his/hertheir rights and complain	
BCRs BCR-C			_12(3)	about any BCR member.	
			GDPR		
			JUIN		

The complaints must be dealt with, without undue delay The BCR-C (or, depending on the case, the parts of the BCR-C that will be published for the attention of data subjects, see Section 1.7 above) will include the point(s) of contact where data subjects can lodge any complaints related to the processing of their personal data covered by the BCR-C. A single point of contact or a number of points of contact are possible. In this regard, a physical address should be provided. Additionally, further contact options may be provided, e.g. a generic e-mail address and/or a phone number.

While data subjects are encouraged to use the point(s) of contact indicated, this is not mandatory.

The BCR-C must contain the duty for the controller to provide information on actions taken to the complainant without undue delay, and in any event within one month, by a clearly identified department or person with an appropriate level of independence in the exercise of his/hertheir functions. Taking into account the complexity and number of the requests, that one-month period may be extended at maximum by two further months, in which case the data subject complainant should be informed accordingly. The application form must explain how data subjects will be informed about the practical steps of the complaint system, in particular:

The BCR-C (or, depending on the case, the parts of the BCR-C that will be published for the attention of data subjects, see Section 1.7 above) should include information about the practical steps of the complaint process, in particular:

- Where to complain, (point(s) of contact; see above);
- In what form-;
- Delays Consequences of delays for the reply onto the complaint;

			- Consequences in case of rejection of the complaint; - Consequences in case the complaint is considered as justified; and - Consequences if the data subject is not satisfied by the replies (reply, i.e., right to lodge a claim before the Court competent court and a complaint before the Supervisory Authority). a SA (see Section 1.3.2 above), while clarifying that such right is not dependent on the data subject having used the complaint handling process beforehand.	
2.3 The existence of an audit.3 Audit programme covering the BCRs-BCR-C	YES YES NO	Article 47(2)(j) and (l), and Article _38(3) GDPR	The BCRsBCR-C must create a duty for the groupGroup to have data protection audits on a regular basis (by either internal and/or external accredited auditors) or on specific request from the privacy officer/function (or any other competent function in the organization) and if there are indications of noncompliance to ensure –verification of compliance with the BCRs.—BCR-C. The audit frequency envisaged should be specified in the BCR-C. The frequency needs to be determined on the basis of the risk(s) posed by the processing activities covered by the BCR-C to the rights and freedoms of data subjects. In additionThe BCRs must state that the audit programme covers all aspects of the BCRs including methods of ensuring that corrective actions will take place. Moreover, the BCRs must state that the result will be communicated to the privacy officer/function and to the relevant board of the controlling undertaking of a group or of the group of enterprises engaged in a joint economic activity. Where appropriate, the result may be communicated to the ultimate parent's board. The BCRs must state that Supervisory Authorities can have access to the results of the audit upon request and give the SAs the authority/power to carry out a data protection audit of any BCR member if required.	

The application form will contain a description of the audit system. For instance:

-Which to the regular audits, specific audits (ad hoc audits) may be requested by the Privacy officer or Function (see Section 3.4 below), or any other competent function in the organisation.

If audits will be carried out by external auditors, the BCR-C should specify the conditions under which such auditors may be entrusted.

- Time of the audit (regularly or on specific request from the appropriate Privacy function.)
- -Coverage of the audit- the persons in charge are guaranteed independence as to the performance of their duties related to these audits; and
- the BCR-C include an explicit commitment in this regard.

The BCR-C should state that the audit programme covers all aspects of the BCR-C (for instance, applications, IT systems, databases that process Personal Datapersonal data, or onward transfers, decisions taken as regards mandatory requirement equirements under national laws that conflicts with the BCRsBCR-C, review of the contractual terms used for the transfers out of the Group (to controllers or processors of data), corrective actions, —) etc.), including

				methods and action plans ensuring that corrective actions
				have been implemented.
				- Which entity will receive
				It is not mandatory to monitor all aspects of the BCRC each
				time a BCR member is audited, as long as all aspects of the
				BCR-C are monitored at appropriate regular intervals for that
				BCR member.
				Moreover, the BCR-C should state that the results will be
				communicated:
				- to the Privacy officer or Function (see Section 3.4 below);
				- to the board of the audits Liable BCR member; and
				- where appropriate, also to the Group's ultimate parent's
				board.
				The BCR-C must state that Competent SAs can have access to
				the results of the audit upon request.
				the results of the addit apon request.
				Since SAs are already bound by an obligation of
				confidentiality in the course of exercising their public office
				(see in particular Article 54(2) GDPR), the BCRC should not
				contain wording aimed at restricting the duty of all BCR
				members to communicate the results of the audit(s) to the
				SAs on grounds of confidentiality, e.g. related to the
	\/FC	NO		protection of business secrets.
23.4 The creation Creation	YES	NO	Article	A-The BCR-C must contain a commitment to designate a DPO,
of a network of data			47(2)(h) and	where required in line with article Article 37 of the GDPR, or
protection officers			Article 38(3)	any other person or entity (such as a chief privacy officer)
(DPO DPOs) or appropriate			GDPR	with responsibility to monitor compliance with the BCRs BCR-
staff for monitoring				C, enjoying the highest management support for the fulfilling
compliance with				of this task.
the rules.				
				The DPO or the other privacy professionals can be assisted
- <u>BCR-C</u>				by a team, a network of local DPOs or local contacts, as
				appropriate- (hereinafter "Privacy officer or Function").
		+	+	

				The DPO shall directly report to the highest management
				level (GDPR Art. 38-3). In addition, the DPO can inform the
				highest management level if any questions or problems arise
				during the performance of their duties.
				The BCRsBCR-C should include a brief description of the
				internal structure, role, position and tasks of the DPO or
				similar function and the network created to ensure
				compliance with the rules BCR-C. For example, that the DPO
				or chief privacy officer informs and advises the highest
				management, deals with Supervisory Authorities' Competent
				SAs' investigations, monitors and annually reports on
				compliance at a global level, and that local DPOs or local
				contacts can be in charge of handling local complaints from
				data subjects, reporting major privacy issues to the DPO,
				monitoring training and compliance at a local level.
				The DDO dead the state of the first of the dead of the
				The DPO should not have any tasks that could result in
				conflict of interests. The DPO should not be in charge of
				carrying out data protection impact assessments, neither
				should they be in charge of carrying out the BCR-C audits if
				such situations can result in a conflict of interests. However, the DPO can play a very important and useful role in assisting
				the BCR members, and the advice of the DPO should be
				sought for such tasks.
				Sought for Such tasks.
				The BCR-C should specify that the DPO or other privacy
				professionals may be directly contacted. The BCR-C should
				include a commitment to publish their contact details.
34 - COOPERATION DUTY				include a communicite to publish their contact details.
34.1 A duty Duty to	YES	YES-NO	Article	The BCRs BCR-C should contain a clear duty for all BCR
cooperate with <u>Competent</u>	ILJ	110	47(2)(I) <u>and</u>	members-:
SAs			Article 31	members-
5,13			GDPR	
			ODI N	

	to co-operate cooperate with, to accept to be audited <u>and to</u>
	be inspected, including where necessary, on-site, by the
	Supervisory Authorities and to comply with the competent SAs,
	<u>- to take into account their advice, and</u>
	- to abide by decisions of these Supervisory Authorities SAs on
	any issue related to those rules. the BCR-C.
	The BCR-C shall include the obligation to provide the
	Competent SAs, upon request, with any information about
	the processing operations covered by the BCR-C.
	Since SAs are already bound by an obligation of
	confidentiality in the course of exercising their public office
	(see in particular Article 54(2) GDPR), the BCRC may not
	contain wording aimed at restricting the duty of all BCR
	members to cooperate with the Competent SAs, to take into
	account their advice, to abide by their decisions or to accept
	to be audited and to be inspected by them including, where
	necessary, on-site, or to accept audits by them on grounds of
	confidentiality, e.g. related to the protection of business
	secrets.
	The BCR-C can neither limit the duty to cooperate with
	Competent SAs nor limit their powers, in particular in
	relation to the practical modalities of the audits conducted
	by these SAs (e.g., not limited to business hours).
	The BCR-C need to include a commitment that any dispute
	related to the Competent SAs' exercise of supervision of
	compliance with the BCR-C will be resolved by the courts of
	the Member State of that SA, in accordance with that
	Member State's procedural law. The BCR members agree to
	submit themselves to the jurisdiction of these courts.
4-DESCRIPTION OF	
PROCESSING AND 5 - DATA	
THOCESSING AND 3 - DATA	

FLOWS PROTECTION					
<u>SAFEGUARDS</u>					
4.1 A description of the	YES	YES-NO	Article	The BCR-C should explicitly include and describe the	
material scope of the BCRs			47(2)(b) d)	following principles to be observed by the BCR members.	
(nature of data transferred,			and Article 5		
type of data subjects,			GDPR	The BCR-C need to establish those principles in a sufficiently	
countries) 5.1.1 Description				elaborated manner that is in line with the content of the	
of the data protection				principles as provided for in the GDPR provisions.	
<u>principles</u>				principles as provided for in the OBT K provisions.	
				The BCR-C should not include general limitations to the	
				application of these principles (e.g., pre-defined lists of	
				overriding interests), which limitations can only be applied	
				on a case-by case basis, and, where applicable, in accordance	
				with the transparency requirements.	
				with the transparency requirements.	
				i. Transparency, fairness and lawfulness (see Section 5.1.2	
				below) for processing of personal data, special categories of	
				data, and data relating to criminal convictions and offences	
				(see Article 5(1)(a), and Articles 6, 9, and 10 GDPR);	
				ii. Purpose limitation (see Article 5(1)(b) GDPR);	
				iii. Data minimisation and accuracy (see Article 5(1)(c) and	
				(d) GDPR);	
				iv. Limited storage periods (see Article 5(1)(e) GDPR);	
				v. Security (integrity and confidentiality, see Section 5.1.3	
				below, and Article 5(1)(f) GDPR); and	
				<u>vi.</u> The BCRs must specify their material scope and therefore	
				contain a general description of the transfers so as to allow the Supervisory Authorities to assess that the processing carried out in	
				third countries is compliant. The BCRs must in particular, specify	
				the data transfers or set of transfers, including the nature and	
				categories of personal data, the type of processing and its	
				purposes, the types of data subjects affected (data related to	
				employees, customers, suppliers and other third parties as part of	
				its respective regular business activities) and the identification of	
				the third country or countries. Onward transfers (see Section	
				5.1.4 below and Chapter V GDPR).	

4.2 A statement of the geographical scope of the BCRs 5 - MECHANISMS FOR REPORTING AND RECORDING CHANGES	YES	YES	Article 47(2)(a) GDPR	The BCRs shall specify the structure and contact details of the group of undertakings or group of enterprises engaged in a joint economic activity and of each of its Members. The BCRs should indicate if they apply to: i) All personal data transferred from the European Union within the group OR, ii) All processing of personal data within the group	
5.1 A process for updating the BCRs-5.1.2 Lawfulness of processing	YES	YES-NO	Article 47(2)(k)d), Article 5(1)(a), and Articles 6 and 9 GDPR	The BCRs can be modified (for instance to take into account modifications of the regulatory environment or the company structure) but theyBCR-C should impose a duty to report changes without undue delay to all BCR members and to the relevant Supervisory Authorities, via the competent Supervisory Authority. Updates to the BCRs or to thecontain an exhaustive list of the Members of the BCRs are possible without having to re-apply for an approval providing that: i) An identified person or team/department keeps a fully updated list of all legal basis for processing which the BCR members and keeps track of and record any updates to the rules and provide the necessary information to the data subjects or Supervisory Authorities upon request. ii) No transfer is made to a new BCR member until the new BCR member is effectively boundintend to rely on. Only legal basis as those stipulated in Article 6(1) and (3) GDPR, or in other legal basis laid down in Union or Member state law, as permitted by the BCRs and GDPR, can deliver compliance. be used. The list of BCR members should be reported once a year to the relevant SAs, via the	

⁷ As regards possible conflicts with third country legal obligations, see Section 5.4.1 below.

				subcontractors/processors which comprise all requirements as set	
				out in Art. 28.3 GDPR and as well the duty to notify:	
				- without undue delay, any personal data breaches to the EU	
				headquarters or the EULiable BCR member with delegated data	
				protection responsibilities and the other relevant Privacy	
				Officer/Function and officer or Function, as well as to the BCR	
				member acting as a controller when a BCR member acting as	
				a processor becomes aware of a data breach;	
				- without undue delay, and, where feasible, not later than 72	
				hours after having become aware of the personal data	
				breach to the Competent SA, unless the personal data	
				breach is unlikely to result in a risk to the rights and	
				freedoms of natural persons;	
				- without undue delay to data subjects, where the personal	
				data breach is likely to result in a high risk to their rights and	
				freedoms—.	
				Furthermore, any personal data breaches breach should be	
				documented (comprising the facts relating to the personal	
				data breach, its effects, and the remedial action taken), and	
				the documentation should be made available to the	
				supervisory authority on Competent SA upon request (GDPR Art.	
				33 and 34)see Articles 33 and 34 GDPR).	
				vii. Restriction on transfers and onward transfers to processors and	
				controllers which are not part of the group (BCR members that are	
				controllers can transfer data to processors/controllers out of the	
				group that are located outside of the EU provided that adequate	
				protection is provided according to Articles 45, 46, 47 48 GDPR, or	
				that a derogation according to 49 GDPR	
				applies)	
				The wording and definitions of the BCRs key principles should be	
				consistent with the wording and definitions of the GDPR.	
5.1.4 Restrictions on	<u>YES</u>	<u>NO</u>	<u>Article</u>	BCR-C should contain the commitment that personal data	
onward transfers			47(2)(d)	that have been transferred under the BCR may only be	
				onward transferred outside the EEA to processors and	

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			Article 44	controllers which are not bound by the BCR-C ⁸ if the	
			<u>GDPR</u>	conditions for transfers laid down in Articles 44 to 46 GDPR	
				are applied in order to ensure that the level of protection of	
				natural persons guaranteed by GDPR is not undermined. In	
				the absence of an adequacy decision or appropriate	
				safeguards, BCR-C may include a provision that onward	
				transfers may exceptionally take place if a derogation applies	
				in line with Article 49 GDPR.	
5.2 Rights of data subjects	YES	NO	Article	The BCR-C should provide data subjects with the rights of	
			47(2)(e),	information, access, rectification, erasure, restriction,	
			Articles 12 to	notification regarding rectification or erasure or restriction,	
			19 and 21 to	objection to processing, right not to be subject to decisions	
			22 GDPR	based solely on automated processing, including profiling, in	
				the same way as these rights are provided for by Articles 12	
				to 19, and Articles 21 and 22 GDPR.	
				It is not mandatory to copy-paste the wording of the above-	
				mentioned GDPR provisions. However, the BCR-C need to	
				create those rights in a sufficiently elaborated manner that is	
				in line with the content of these provisions.	
6.1.25.3 Accountability and	YES	YES-NO	Article	Every entityBCR member acting as data controller shall be	
other tools			47(2)(d <mark>})</mark> ,	responsible for and able to demonstrate compliance with the	
			and	BCRs (GDPR Art.BCR-C (see Article 5-(2) and Article 24).	
			Article Articles	GDPR).	
			30,		
			35-36 GDPR	In The BCR-C need to contain a commitment to enter into	
			<u>55 50</u> 551 K	contracts with all internal and external	
				contractors/processors and must specify the content of such	
				contracts, as set out in Article 28(3) GDPR, including the duty	
				to follow the controller's instructions and implement	
				appropriate technical and organisational measures.	
				appropriate technical and organisational measures.	

⁸ For onward transfers to other BCR members outside the EEA, see Section 2.2 above.

				The BCR-C should contain a commitment that, in order to demonstrate compliance, BCR members needhave to maintain a record of all categories of processing activities carried out on personal data transferred under these BCR-C. The BCR-C must specify the content of the record, in line with the requirements as set out in Art. what is required by Article 30-(1 GDPR-) (for controllers) and Article 30(2) (for processors). This record should be maintained in writing, including in electronic form, and should be made available to the supervisory authority Competent SA on request. In order to enhance compliance and when required, The BCR-C should contain the commitment that data
				protection impact assessments should be carried out for processing operations on personal data transferred under these BCR-C that are likely to result in a high risk to the rights and freedoms of natural persons (see Article 35 GDPR Art. 35)). Where a data protection impact assessment under Article 35 indicates that the processing would result in a high risk in the absence of measures taken by the controller to mitigate the risk, the competent supervisory authority BCR member acting as a controller should, prior to processing, should be consulted (consult the Competent SA (see Article 36 GDPR Art. 36)). Appropriate
C 2 The list of autities have t	VEC	VEC	Article	The BCR-C should envisage that appropriate technical and organisational measures should be implemented which are designed to implement data protection principles and to facilitate compliance, in practice, with the requirements set up by the BCRs in practice BCR-C, should be implemented (data protection by design and by default (— see Article 25 GDPR-Art. 25)—).
6.2 The list of entities bound by BCRs	YES	YES	Article 47(2)(a) GDPR	BCR shall contain a list of the entities bound by the BCRs including contact details.
6.3 The need to be transparent where national legislation prevents the group	YES	NO	Article 47(2)(m)	A-The BCR-C shall contain a clear commitment that BCR members will use the BCR-C as a tool for transfers only

from complying with the	GDPR	where a BCR member has reasons to believe they have assessed	
BCRs-5.4.1 Local laws and	GDF IX	that the legislation law and practices in the third country of	
practices affecting		destination applicable to him prevents the company the	
compliance with the		processing of the personal data by the BCR member acting as	
BCR-C ⁹		data importer, including any requirements to disclose	
30		personal data or measures authorising access by public	
		authorities, do not prevent it from fulfilling its obligations	
		under these BCR-C.	
		didei <u>diese belv e.</u>	
		The BCR-C should further specify that this is based on the	
		understanding that laws and practices that respect the	
		essence of the fundamental rights and freedoms, and do not	
		exceed what is necessary and proportionate in a democratic	
		society to safeguard one of the objectives listed in Article	
		23(1) GDPR, are not in contradiction with the BCR-C.	
		The BCR-C should also contain a commitment that, in	
		assessing the laws and practices of the third country which	
		may affect the respect of the commitments contained in the	
		BCR-C, the BCR members have taken due account, in	
		particular, of the following elements:	
		i. The specific circumstances of the transfers or set of	
		transfers, and of any envisaged onward transfers within the	
		same third country or to another third country, including:	
		same same sound for to direction a sound y, morading.	
		- purposes for which the data are transferred and processed	
		(e.g. marketing, HR, storage, IT support, clinical trials);	
		- types of entities involved in the processing (the data	
		importer and any further recipient of any onward transfer);	
		- economic sector in which the transfer or set of transfers	
		occur;	
		- categories and format of the personal data transferred;	

⁹ For further details, see EDPB Recommendations 01/2020 on measures that supplement transfer tools to ensure compliance with the EU level of protection of personal data, available at https://edpb.europa.eu/our-work-tools/our-documents/recommendations/recommendations-012020-measures-supplement-transfer en.

 location of the processing, including storage; a 	<u>ınd</u>
- transmission channels used.	

<u>ii.</u> The laws and practices of the third country of destination relevant in light of the circumstances of the transfer¹⁰, including those requiring to disclose data to public authorities or authorising access by such authorities and those providing for access to these data during the transit between the country of the data exporter and the country of the data importer, as well as the applicable limitations and safeguards.

<u>iii.</u> the BCRs Any relevant contractual, technical or organisational safeguards put in place to supplement the safeguards under the BCR-C, including measures applied during the transmission and to the processing of the personal data in the country of destination.

The BCR-C should also contain a commitment that where any safeguards in addition to those envisaged under the BCR-C should be put in place, the Liable BCR member(s), and the relevant Privacy officer or Function will be informed and involved in such assessment.

The BCR-C should contain also an obligation for the BCR members to document appropriately such assessment, as well as the supplementary measures selected and implemented. They should make such documentation available to the competent SAs upon request.

The BCR-C should oblige any BCR member acting as data importer to promptly notify the data exporter if, when using these BCR-Cas a tool for transfers, and for the duration of

¹⁰ As regards the assessment of the impact of the laws and practices of the third countries, please see EDPB Recommendations 01/2020 on measures that supplement transfer tools to ensure compliance with the EU level of protection of personal data.

the BCR membership, it has reasons to believe that it is or has substantial effect on the guarantees-become subject to laws or practices that would prevent it from fulfilling its obligations under the BCR-C, including following a change in the laws in the third country or a measure (such as a disclosure request). This information should also be provided by the rules, he will promptly to the Liable BCR member(s).

Upon verification of such notification, the BCR member acting as data exporter, along with the Liable BCR member(s) and the relevant Privacy officer or Function, should commit to promptly identify supplementary measures (e.g. technical or organisational measures to ensure security and confidentiality) to be adopted by the BCR member acting as data exporter and/or data importer, in order to enable them to fulfil their obligations under the BCR-C. The same applies if a BCR member acting as data exporter has reasons to believe that a BCR member acting as its data importer can no longer fulfil its obligations under this BCR-C.

Where the BCR member acting as data exporter, along with the Liable BCR member(s) and the relevant Privacy officer or Function, assesses that the BCR-C – even if accompanied by supplementary measures – cannot be complied with for a transfer or set of transfers, or if instructed by the Competent SAs, it commits to suspend the transfer or set of transfers at stake, as well as all transfers for which the same assessment and reasoning would lead to a similar result, until compliance is again ensured or the transfer is ended.

The BCR-C should contain a commitment that following such a suspension, the BCR member acting as data exporter has to end the transfer or set of transfers if the BCR-C cannot be complied with and compliance with the BCR is not restored within one month of suspension. In this case, personal data

that have been transferred prior to the suspension, and any copies thereof, should, at the choice of the BCR member acting as data exporter, be returned to it or destroyed in their entirety.

The BCR-C should contain a commitment that the liable BCR member(s) and the relevant Privacy officer or Function will inform the EU headquarters or the EU BCR member with delegated data all other BCR members of the assessment carried out and of its results, so that the identified supplementary measures will be applied in case the same type of transfers is carried out by any other BCR member or, where effective supplementary measures could not be put in place, the transfers at stake are suspended or ended.

The BCR-C needs to include a duty for data exporters to monitor, on an ongoing basis, and where appropriate in collaboration with data importers, developments in the third countries to which the data exporters have transferred personal data that could affect the initial assessment of the level of protection responsibilities and the other relevant Privacy Officer/Function (except where prohibited by a law enforcement authority, such as prohibition under criminal law to preserve the confidentiality of a law enforcement investigation). and the decisions taken accordingly on such transfers. In addition, the BCRs should contain a commitment that where any legal requirement a BCR member is subject to in a third country is likely to have a substantial adverse effect on the guarantees provided by the BCRs, the problem should be reported to the competent SA. This includes any legally binding request for disclosure of the personal data by a law enforcement authority or state security body. In such a case, the competent SA should be clearly informed about the request, including information about the data requested, the requesting body, and the legal basis for the disclosure (unless otherwise prohibited, such as a prohibition under criminal law to preserve the confidentiality of a law enforcement investigation).

				If in specific cases the suspension and/or notification are prohibited, the BCRs shall provide that the requested BCR member will use its best efforts to obtain the right to waive this prohibition in order to communicate as much information as it can and as soon as possible, and be able to demonstrate that it did so. If, in the above cases, despite having used its best efforts, the requested BCR member is not in a position to notify the competent SAs, it must commit in the BCRs to annually providing general information on the requests it received to the competent SAs (e.g. number of applications for disclosure, type of data requested, requester if possible, etc.). In any case, the BCRs must state that transfers of personal data by a BCR member of the group to any public authority cannot be massive, disproportionate and indiscriminate in a manner that would go beyond what is necessary in a democratic society.	
6.4 A statement about the relationship between national laws and BCRs-5.4.2 Obligations of the data importer in case of government access requests	YES	NO	N/A Article 47(2)(m) GDPR	Without prejudice to the obligation of the BCR member acting as data importer to inform the data exporter of its inability to comply with the commitments contained in the BCR-C (see Section 5.4.1 above), the BCR-C should also include the following commitments: i. The BCR member acting as data importer will promptly notify the data exporter and, where possible, the data subject (if necessary with the help of the data exporter) if it: a) receives a legally binding request by a public authority under the laws of the country of destination, or of an another third country, for disclosure of personal data transferred pursuant to the BCR-C; such notification will include information about the personal data requested, the requesting authority, the legal basis for the request and the response provided; b) becomes aware of any direct access by public authorities to personal data transferred pursuant to the BCR-C in	

accordance with the laws of the country of destination; such notification will include all information available to the data importer.

ii. If prohibited from notifying the data exporter and / or the data subject, the data importer will use its best efforts to obtain a waiver of such prohibition, with a view to communicate as much information as possible and as soon as possible, and will document its best efforts in order to be able to demonstrate them upon request of the data exporter.

iii. The data importer will provide the BCR member acting as data exporter, at regular intervals, with as much relevant information as possible on the requests received (in particular, number of requests, type of data requested, requesting authority or authorities, whether requests have been challenged and the outcome of such challenges, etc.). If the data importer is or becomes partially or completely prohibited from providing the data exporter with the aforementioned information, it will, without undue delay, inform the data exporter accordingly.

<u>iv.</u> The data importer will preserve the abovementioned information for as long as the personal data are subject to the safeguards provided by the BCR-C, and shall make it available to the Competent SAs upon request.

v. The data importer will review the legality of the request for disclosure, in particular whether it remains within the powers granted to the requesting public authority, and will challenge the request if, after careful assessment, it concludes that there are reasonable grounds to consider that the request is unlawful under the laws of the country of

<u>destination</u>, <u>applicable obligations under international law</u>, and principles of international comity.

The data importer will, under the same conditions, pursue possibilities of appeal.

When challenging a request, the data importer will seek interim measures with a view to suspending the effects of the request until the competent judicial authority has decided on its merits. It will not disclose the personal data requested until required to do so under the applicable procedural rules.

vi. The data importer will document its legal assessment and any challenge to the request for disclosure and, to the extent permissible under the laws of the country of destination, make the documentation available to the data exporter. It will also make it available to the Competent SAs upon request.

<u>vii.</u> BCRs shall specify the relationship between the BCRs and the relevant applicable law. The data importer will provide the minimum amount of information permissible when responding to a request for disclosure, based on a reasonable interpretation of the request.

In any case, the BCR-C should state that transfers of personal data by a BCR member to any public authority cannot be massive, disproportionate and indiscriminate in a manner that would go beyond what is necessary in a democratic society (as to the consequences of such cases, see Section 5.4.1above).

The BCRs shall state that, where the local legislation, for instance EU legislation, requires a higher level of protection for personal data it will take precedence over the BCRs.

6 - TERMINATION				In-any event personal data shall be processed in accordance to the applicable law as provided by the Article 5 of the GDPR and the relevant local legislation.
6.1 Termination	YES	NO	Article 70(1)(i) GDPR	The BCR-C should specify that a BCR member acting as data importer, which ceases to be bound by the BCR-C may keep, return, or delete the personal data received under the BCR-C. If the data exporter and data importer agree that the data
7 – NON-COMPLIANCE				may be kept by the data importer, protection must be maintained in accordance with Chapter V GDPR.
7.1. Non-Compliance	YES	<u>NO</u>	Article 70(1)(i) GDPR	The BCR-C should contain commitments as to the following obligations: i. No transfer is made to a BCR member unless the BCR member is effectively bound by the BCR-C and can deliver compliance. ii. The data importer should promptly inform the data exporter if it is unable to comply with the BCR-C, for whatever reason, including the situations further described under Section 5.4.1 above. iii. Where the data importer is in breach of the BCR-C or unable to comply with them, the data exporter should suspend the transfer. iv. The data importer should, at the choice of the data exporter, immediately return or delete the personal data that has been transferred under the BCR-C in its entirety, where:

				- the data exporter has suspended the transfer, and compliance with this BCRC is not restored within a reasonable time, and in any event within one month of suspension; or -the data importer is in substantial or persistent breach of the BCR-C; or -the data importer fails to comply with a binding decision of a competent court or Competent SA regarding its obligations under the BCR-C. The same commitments should apply to any copies of the data. The data importer should certify the deletion of the data to the data exporter. Until the data is deleted or returned, the data importer should continue to ensure compliance with the BCR-C.
8 - MECHANISMS FOR REPORTING AND RECORDING CHANGES				In case of local laws applicable to the data importer that prohibit the return or deletion of the transferred personal data, the data importer should warrant that it will continue to ensure compliance with the BCR-C, and will only process the data to the extent and for as long as required under that local law. For cases were applicable local laws and/or practices affect compliance with the BCR-C, see Section 5.4.1 above.
8.1 Process for updating the BCR-C	YES	NO	Article 47(2)(k) GDPR	The BCR-C have to be kept up-to-date in order to reflect the current situation (for instance to take into account modifications of the regulatory environment, these EDPB Recommendations, or changes to the scope of the BCR-C).

				The BCR-C should impose a duty to report changes, including
				to the list of BCR members, without undue delay, to all BCR
				members.
				members:
				The BCR-C should identify a person or team/department that
				keeps a fully updated list of the BCR members, keeps record
				of any updates to the BCR-C, and provides the necessary
				information to data subjects, and, upon request, to
				Competent SAs.
				Where a modification to the BCR-C would possibly be
				detrimental to the level of the protection offered by the BCR-
				C or significantly affect them (e.g. changes to the binding
				character, change of the Liable BCR member(s)), it must be
				communicated in advance to the SAs, via the BCR Lead, with
				a brief explanation of the reasons for the update. In this
				case, the SAs will also assess whether the changes made
				require a new approval.
				Any other changes to the BCR-C or to the list of BCR
				members should be notified once a year to the SAs, via the
				BCR Lead, with a brief explanation of the reasons for the
				update. This includes any changes made in order to align the
				BCR-C with any updated version of these EDPB
				Recommendations.
				I De construction de construction de la constructio
				It remains the responsibility of the BCR-C holder to keep it
				up-to-date and in compliance with Article 47 GDPR and these
O DEFINITIONS				EDPB Recommendations.
9 - DEFINITIONS	VEC	NO	A attal	The configuration of the first of the first of the BCB C
9.1 List of definitions	<u>YES</u>	<u>NO</u>	Article	The applicant should include a list of definitions in the BCR-C.
			70(1)(i)	The list should include the most relevant terms. To the
			GDPR	extent the BCR-C contain terms defined in the GDPR, the
				definitions provided should not vary from the GDPR. For

better readability, these definitions should be replicated in the list. If the terms "data exporter" and "data importer" are used, they must be defined. The applicant may find it useful to add further terms and their definitions. If the term "Competent SA(s)" is used by the applicant, it should be defined as referring to the EEA data protection SA competent for the data exporter. Where the term "applicable law" is used, it should be clarified, in each case, whether it refers to national/local law of a third country as applicable to the BCR members. In any case, BCR members must comply with the requirements set out under Sections 5.4.1 and 5.4.2 above. References to GDPR provisions should generally be avoided. However, if there is a need for reference to a particular provision of the GDPR, it should be quoted in full in the BCR-

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