

**Dear Madam, Dear Sir,**

**RE: GDPR Contract Addendum**

As you may already know, the new Regulation (EU) 2016/679 “General Data Protection Regulation,” commonly referred to as the GDPR, applies from May 25, 2018, and replaces previously existing data protection law across the European Economic Area (EEA). Therefore, the GDPR will be directly applicable in each EEA-State.

The GDPR contains obligations which will apply directly to us **and** to our business partners where they handle personal data of EU persons on our behalf (referred to legally as ‘data processors’). Unlike the situation under the current legal regime, this means that our business partners, as well as us, could be subject to significant financial penalties in the event of non-compliance with the GDPR, potentially up to 20 million Euros or 4% of global turnover.

**Mandatory Contractual Provisions**

Under the GDPR there is now an obligation to include certain mandatory provisions concerning personal data in contracts with data processors that may process personal data of EEA persons. The GDPR is worded in such a way that this obligation applies to **both** us and those acting as data processors for us.

We have prepared a “Data Processor Addendum” attached hereto, as part of our preparations for the change in the law. As you act or may act as a data processor for us, we propose that the terms of the Addendum be incorporated into our existing contract or, as otherwise applicable, the terms and conditions governing our business relationship, to ensure that we both comply with the requirements of the GDPR when they come into effect in May 2018.

**How to Accept the RPM GDPR Addendum?**

Please carefully read the Addendum attached hereto. Your agreement to the Addendum is confirmed upon your continuing to provide services to us after receipt hereof or, if necessary, by signing and returning the addendum to me.

We appreciate your prompt attention to this matter and we look forward to you continuing to be our service provider. If you have any further questions about the Addendum please contact me.