**Appendix 1: Technical and Organisational Measures for SHARE Wave 10**

This document provides a current description of all technical and organisational measures that are in place to guarantee the security of data processing for SHARE Wave 10 as well as the description of their implementation at insert survey agency name in insert country, dated insert date. The contact point for questions relating to the implementation of the measures at insert survey agency name is: insert name of contact person, insert e-mail address, insert phone number**.**

**I. CONFIDENTIALITY - ARTICLE 32 (1) (b) EU-GDPR**

1. **Access control to premises and facilities**

*Description of how unauthorised persons are prevented from gaining access to data processing facilities where personal data is processed or stored.*

1. **Access control to systems**

*Description of how unauthorised persons are prevented from using data processing systems which contain personal data.*

1. **Access control to data**

*Description how to ensure that persons authorised to use a data processing system have access only to those data they are authorised to access, and that personal data cannot be read, copied, altered or removed without authorisation during processing, use and after recording.*

1. **Separation control**

*Description of how to ensure that personal data collected for different purposes is processed and stored separately*.

1. **INTEGRITY - ARTICLE 32 (1) (b) EU-GDPR**
2. **Disclosure/transmission control**

*Description of all measures in place to ensured that personal data cannot be read, copied, altered or removed without authorisation during electronic transfer or physical transport or while storage on data storage media? Also describe how it is ensured that it is possible to check and determine the destination to which personal data are sent via data transfer systems.*

1. **Input control**

*Description of how to ensure that it is possible to retroactively check and ascertain whether and by whom personal data has been entered, changed or removed in/from data processing systems.*

1. **AVAILABILITY AND RESILIENCE - ARTICLE 32 (1) (b) EU-GDPR**
2. **Availability control**

*Description of how to ensure that personal data is protected against accidental destruction or loss.*

1. **JOB CONTROL - ARTICLES 28 (3) (a) (b) AND 32 (4) EU-GDPR**
2. **Job control**

*Description of how to ensure that personal data that is processed on behalf of others is processed strictly in accordance with the instructions of the controller.*

1. **PROCEDURES FOR REGULAR REVIEWS, ASSESSMENT AND EVALUATION - ARTICLES 32 (1) (d) AND 25 (1) EU-GDPR**

*Description of how the regular procedures for reviews/assessment/evaluation of the effectiveness of the technical and organisational measures for ensuring the security of the processing are defined.*

*Signature and Stamp*