DPA checklist — Workload (legal drafting aid)

Important : this file is a checklist of typical topics to support discussions between your legal / security teams and Workload. It is not a DPA, creates no contractual obligation, and is not legal advice.

1. Parties and subject matter

• Identification of controller (customer) and processor (Workload).

• Description of processing (purposes, data types, data subjects).

• Term / termination and fate of data.

2. Documented instructions

• Processor processes personal data only on documented instructions from the controller (unless required by law).

• Mechanism for additional processing or changes (support / DPO contact).

3. Security measures

• Reference to technical and organisational measures (encryption, access control, logging, etc.) — may point to the public security overview and product documentation.

• Sub-processors : notification / prior authorization as required by your framework (GDPR Art. 28.2 / 28.4).

4. Transfers outside the EU/EEA

• If transfers occur: legal mechanism (SCCs, adequacy decision, etc.) and countries involved.

• Link to the Subprocessors page for transparency.

5. Sub-processing

• List or criteria for authorized sub-processors; process to add / remove.

• Same protection obligations for onward sub-processors.

6. Assistance to the controller

• Assistance for data subject rights (access, erasure, portability, restriction, objection).

• Assistance for DPIA where applicable.

• Personal data breach notification within agreed timelines.

7. Deletion and return of data

• At end of contract: deletion or return of personal data (and copies), except where law requires retention.

• Timeline and format for return if export is requested.

8. Audits and evidence

• Controller’s right to audit or receive reasonable security certifications / questionnaires.

• Confidentiality of audit results.

9. Liability and termination

• Allocation of liability for GDPR breaches.

• Termination for serious breach of processor obligations (GDPR Art. 28.3(h)).

To be completed and validated with your counsel.