

## Completing the OASIS® Data Processing Addendum - GDPR

The EU General Data Protection Regulation (GDPR) becomes applicable on 25 May 2018.

Any customers that are processing personal data that is subject to the GDPR must have a Data Processing Agreement (DPA) with us to allow both the customer and ProQuest to comply with the DPA requirements in Article 28 of the GDPR. Most of the agreements signed with our customers prior to May 2018 did not include a GDPR DPA. If your current ProQuest license agreement does not include a GDPR DPA, you should download, sign, and return the DPA prepared for the service that you use.

**Please read the following carefully as it is designed to help you in this process. Links to the addendum are [here](#).**

### What action must I take?

You should download, complete, and sign the addendum where indicated, and send it back to ProQuest at your earliest convenience.

To meet the GDPR requirements, we have prepared a pre-signed data processing addendum to our current agreements governing customer use of the [Oasis® ordering system](#). The addendum is geared specifically to the GDPR and the type of processing activity that takes place with respect to these services.

### Where can I access the addendum?

You can access the data processing addendum from [this](#) webpage.

### Why did you prepare this addendum?

GDPR is very specific that a data processing agreement includes, among other requirements, a description of what processing is to be done and how the processor performs its tasks. Since we already know what we do for our customers, and how we do it, we prepared the data processing addendum to meet these requirements.

### Where do I send my completed addendum?

Once you have completed and signed the addendum, scan and email it to [DPA-Updates@proquest.com](mailto:DPA-Updates@proquest.com). You should also ensure that you keep a copy of that email for your own GDPR compliance records.

### What happens if I do not sign the addendum?

If your institution's personal data is subject to the GDPR, without this data processing addendum in place, you may be in breach of the GDPR and so we urge you to take action now.

NOTE: If your institution uses ProQuest products that are not listed below, please check the ProQuest website for information regarding those products and GDPR.