**DATA PROTECTION ACT 2018 – REQUIREMENTS**

**DATA PROTECTION SECURITY QUESTIONNAIRE**

Before we appoint a supplier to act on our behalf we need to be satisfied that the supplier has appropriate arrangements in place to ensure that the personal information it holds on our behalf is kept secure from unlawful processing and against accidental loss, destruction or damage. In order to help us determine whether appropriate security measures are in place, please can you answer the following questions, providing as much information and evidence as possible.

1. Does your business have any policies and/or procedures in place to ensure the security of the information it holds? If yes, please provide details and copies of any relevant documentation.
2. Does your business have a procedure in place to identify and report any data breaches of the council’s information to the council? *(Under the Data Protection Act the council has to notify the Information Commissioner of a data breach within 72 hours of it being reported).* If so, please provide details.
3. Does your business have a process to respond to a request for information from the council? *(Under the Data Protection Act the council has one calendar month to respond to an individual’s request for information).* If so, please provide details.
4. Is your business able to routinely and securely delete/dispose of personal data that is no longer required? If so, please provide details.
5. Does your business provide data protection awareness training for all staff including temporary, locum and contracted employees to ensure they are all aware of and fulfil their responsibilities. If so, please provide details.
6. Does your business have entry controls to restrict access to premises and equipment in order to prevent unauthorised physical access, damage and interference to personal data? If so, please provide details.
7. Does your business have secure storage arrangements to protect records and equipment in order to prevent loss, damage, theft or the compromise of personal data? If so, please provide details.
8. Does your business have appropriate password security procedures and ‘rules’ for information systems and have a process in place to detect any unauthorised access? If so, please provide details.
9. Does your business routinely back up electronic information to help restore information in the event of a disaster? If so, please provide details.

1. Does your business ensure the security of personal data used for mobile working and the use of mobile computing devices? If so, please provide details.
2. Does your business configure new and existing hardware to reduce vulnerabilities and provide only the functionality and services required? If so, please provide details.
3. Does your business keep software up to date and apply the latest security patches in order to prevent the exploitation of technical vulnerabilities? If so, please provide details.
4. Does your business have boundary firewalls to protect computers from external attack and exploitation and help prevent data breaches? If so, please provide details.
5. Where is the data stored? Is it held on a server in this country?

We may need to contact you for more information. Please provide details of who we should contact:

Thank you for taking the time to complete this form. If you would like more information about the requirements of the Data Protection Act please visit the Information Commissioners’ website ([www.ico.org.uk](http://www.ico.org.uk)) or contact the Executive Support Team on (01392) 265257 or 265875.