

Information Assurance Solutions

Question		Yes	No
1a)	Does the Tenderer have a Data handling policy?		
1b)	Tenderer to describe its current data handling policy.		
1c)	Tenderer to provide a link to its data handling policy on its website or provide a copy.		
2a)	Does the Tenderer have a quality management system (QMS)?		
2b)	Tenderer to describe this system in relation to information assurance / data handling.		
2c)	Tenderer to provide a link to its QMS or provide a copy.		
3	Tenderer to confirm that it has read and understood the <i>Employer's</i> data handling / information assurance policy.		
4a)	Tenderer to confirm that its methods of storing data (electronic and paper based copies) meet the requirements of the <i>Employer's</i> data handling policy.		
4b)	Tenderer to describe these methods and show how they will align with the <i>Employer's</i> policy.		
5a)	Is/ will the data be stored in an EU country?		
5b)	If data is being stored in EU country Tenderer to state where and provide evidence to demonstrate that it is adhering to the EU Legislation and describe how it is meeting those requirements.		
5c)	If a non EU country, Tenderer to state where and provide evidence to demonstrate that it is adhering to this legislation and describe how it is meeting those requirements.		
6a)	Tenderer to confirm that its IT equipment (including PCs, lap tops and removable media) aligns with the <i>Employer's</i> data handling policy.		
6b)	Tenderers to describe how?		
7a)	Tenderer to confirm that the methods of transferring data between approved parties meet the requirements of the <i>Employer's</i> data handling policy.		
7b)	Tenderer to describe how?		
8a)	Tenderer to confirm that the retention of data files (both electronic and paper based copies) meets the requirements of the <i>Employer's</i> records management policy.		

Question		Yes	No
8b)	Tenderer to describe how?		
9a)	Tender to confirm that the disposal of data (both electronic and paper based) meets the requirements of the <i>Employer's</i> records management policy.		
9b)	Tenderer to describe how?		
10a)	Tenderer to confirm its processes for handling data marked as "Official Sensitive" meets the requirements of the <i>Employer's</i> data and record management policies.		
10b)	Tenderer to describe how?		