



ASSURANCE QUESTIONNAIRE FOR SUPPLIERS

| Documentation: Information you hold | TICK | Status |
|---|--------------------------|----------------------------------|
| Your business is continually reviewing and updating its audit approach to map data flows relevant to the risk profile during the performance of the contract. | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |
| Your business has continued to securely document all personal data you hold, where it came from, who you share it with, and what you do with it. | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |
| NOTE: You may be required to make these records available to the Information Commissioner's Office (ICO) or in excess of any request made by the Contracting Authority. | | |

| Accountability & Governance | TICK | Status |
|---|--------------------------|----------------------------------|
| Your business has an appropriate data protection policy that continues to reflect the needs of the contract | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| Data Protection Officer (DPO) | TICK | Status |
|--|--------------------------|----------------------------------|
| Your business continues to have a nominated data protection lead or Data Protection Officer (DPO). | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| Management Responsibility | TICK | Status |
|---|--------------------------|----------------------------------|
| Decision makers and key people in your business continue to demonstrate support for data protection legislation and promote a positive culture of data protection compliance across the business. | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| Information Risks & Data Protection Impact Assessments | TICK | Status |
|--|--------------------------|----------------------------------|
| Your business manages information risks in a structured way so that management understands the business impact of personal data related risks and manages them effectively relevant to the contract. | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| Data Protection by Design | TICK | Status |
|---|--------------------------|----------------------------------|
| Your business continues to continually review and implement appropriate technical and organisational measures to demonstrate considered and integrated data protection into your processing activities as part of the performance under the contract. | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| Training & Awareness | TICK | Status |
|--|--------------------------|----------------------------------|
| Your business continues to provide data protection awareness training for all staff. | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| The use of Sub-Processors | TICK | Status |
|---|--------------------------|----------------------------------|
| Your business has secured prior written authorisation from the Contracting Authority before engaging the services of any sub-processor required to complete the contractual needs . | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| Operational Base | TICK | Status |
|--|--------------------------|----------------------------------|
| If your business operates outside the EU, have you formally appointed a representative within the EU in writing. | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| Breach Notification | TICK | Status |
|---|--------------------------|----------------------------------|
| Your business has effective processes to identify, report, manage and resolve any personal data breaches. The Contracting Authority must be notified about any breaches involving data in accordance with your contractual obligations. | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |
| | <input type="checkbox"/> | Successfully implemented |
| | <input type="checkbox"/> | Not applicable |

| Individual Rights: Right of Access | TICK | Status |
|---|--------------------------|----------------------------------|
| Your business has in place a process to respond to a data controllers request for information (following an | <input type="checkbox"/> | Not yet implemented or planned |
| | <input type="checkbox"/> | Partially implemented or planned |

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|---|--|--------------------------|
| <p>controllers request for information (following an individuals' request to access their personal data).</p> | | Successfully implemented |
| | | Not applicable |

| Right to Rectification & Data Quality | TICK | Status |
|---|------|----------------------------------|
| <p>Your business has in place processes to ensure that the personal data you hold, remains accurate and up to date.</p> | | Not yet implemented or planned |
| | | Partially implemented or planned |
| | | Successfully implemented |
| | | Not applicable |

| Right to Erasure including Retention & Disposal | TICK | Status |
|---|------|----------------------------------|
| <p>Your business has a process to routinely and securely dispose of personal data that is no longer required in accordance with the contract.</p> | | Not yet implemented or planned |
| | | Partially implemented or planned |
| | | Successfully implemented |
| | | Not applicable |

| Right to Restrict Processing | TICK | Status |
|---|------|----------------------------------|
| <p>Your business has in place procedures to respond to a data controllers' request to cease the processing of specific personal data at any time.</p> | | Not yet implemented or planned |
| | | Partially implemented or planned |
| | | Successfully implemented |
| | | Not applicable |

| Right of Data Portability | TICK | Status |
|---|------|----------------------------------|
| <p>Your business can respond to a request from the data controller at any time during the contract for the supply of the personal data you process in an electronic format , delivered in a secure way so as to protect the data.</p> | | Not yet implemented or planned |
| | | Partially implemented or planned |
| | | Successfully implemented |
| | | Not applicable |

| Data Security: Security Policy | TICK | Status |
|---|------|----------------------------------|
| <p>Your business has a current information security policy supported by appropriate security measures including as and when required by the contract, the ability to securely destroy all copies of data once the contract has been completed .</p> | | Not yet implemented or planned |
| | | Partially implemented or planned |
| | | Successfully implemented |
| | | Not applicable |

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