Information governance and data protection standards for data processors

This delivery of this service will involve the provision of services to the Greater London Authority (GLA) that will require a supplier to process personal data on our behalf.

The Data Protection Act 1998 imposes certain requirements on the GLA in relation to the selection and use of its data processors. To help us fulfil these requirements, you must, as a potential data processor on behalf of the GLA, provide certain information to us so that we can determine whether you can provide sufficient guarantees in relation to the processing and an appropriate level of security for the personal data. The GLA reserves the right to assess your service at any time regarding your ability to provide these guarantees using the questionnaire below – your service must be able to satisfactorily complete this questionnaire or be at risk of default on your contract.

YOUR DETAILS		
Organisation name	St Mungo Community Housing Association	
Address	St Mungo's, 5th Floor, 3 Thomas More Square, Tower Hill, London E1W 1YW	
Contact name	███████	
Contact details	Telephone	████████
	Fax	
	Email	contracts@mungos.org

YOUR SECURITY POLICIES AND PROCEDURES
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Does your information security policy include the following:

[content redacted]

Describe the measures you have in place to prevent unauthorised access to your systems from outside your company:

Do you have a back up and disaster recovery policy?
If yes, please provide a copy

Please indicate what virus detection and prevention software you use:

███
███
███
███
███
█████████████████████ .

| Do you store, or otherwise process, any personal data off-site? | ████ | ████ |
| If yes, please provide details | | |

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| Will you process any personal data outside the European Economic Area as part of the provision of services to the GLA? | ████ | ████ |
| If yes, please provide details | | |

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YOUR EMPLOYEES

Do you carry out verification checks on all potential employees?	████	████
Do you have a personnel screening and vetting policy?	████	████
If yes, please provide a copy		

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| Do you ensure the reliability of employees who process personal data? | ████ | ████ |
| If yes, please provide details: | | |

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Do you train staff on the care and handling of personal data and
information security?

If yes, please describe what this training involves:

Do your contracts with your employees include:
--   confidentiality clauses?
--   obligation to comply with information security and data protection policies?

      ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇

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YOUR CONTRACTORS*
(*this means any third party you appoint to process personal data as part of your delivery of services)

Do your contractors sign confidentiality agreements before accessing your systems?	▇▇▇▇	▇▇▇▇
Will you use sub-contractors to assist with the processing services for the GLA? If yes, please provide details of the contractual arrangements you have in place with them: ▇▇	▇▇▇▇	▇▇▇▇

Have you taken steps to ensure that any sub-processors you will use to assist you with the processing services for the GLA have appropriate security measures in place for the personal data? Organisations accessing Clearing House and Chain are required to have policies and processes to ensure there are appropriate security measures in place. If yes, are you satisfied that the personal data will be adequately protected if you use these sub-processors? ███████	████	████
Do the contracts you have with your sub-contractors impose obligations upon them to observe confidentiality and security in relation to any personal data which they may be required to process? ████████████████ ███████████	████	████
Will your contractors process any personal data outside the European Economic Area as part of the provision of services to the GLA? If yes, please provide details ██████████████ ██████████ ███████████ ███████ ██████ ██████████████ ███████████ ████	████	████

YOUR ASSURANCE		

Has your processing of personal data ever been the subject of any complaints to the Information Commissioner, or any other regulator?
 	
If yes, please provide details:
 	
• ████████████
  ███████
  ██████
	████	████

█

Have you ever had a security breach resulting in loss or
unauthorised disclosure of personal data?
If yes, please provide details:

Security Breach