



ASSURANCE QUESTIONNAIRE FOR SUPPLIERS

Documentation: Information you hold	TICK	Status
Your business has conducted an information audit to map data flows.	<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 documented what 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) on request.		

Accountability & Governance	TICK	Status
Your business has an appropriate data protection policy	<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 has nominated a 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 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.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Data Protection by Design	TICK	Status
Your business has implemented appropriate technical and organisational measures to show you have considered and integrated data protection into your processing activities.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Training & Awareness	TICK	Status
Your business provides data protection awareness training for all staff.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

The use of Sub-Processors	TICK	Status
Your business has sought prior written authorisation from BEIS before engaging the services of a sub-processor.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Operational Base	TICK	Status
If your business operates outside the EU, you have appointed a representative within the EU in writing.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Breach Notification	TICK	Status
Your business has effective processes to identify, report, manage and resolve any personal data breaches. BEIS must be notified within 48 hours about any breaches involving personal data being processed on our behalf.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Individual Rights: Right of Access	TICK	Status
Your business has a process to respond to a data controller's request for information (following an		Not yet implemented or planned
		Partially implemented or planned

controllers request for information (following an individuals' request to access their personal data).		Successfully implemented
		Not applicable

Right to Rectification & Data Quality	TICK	Status
Your business has processes to ensure that the personal data you hold remains accurate and up to date.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Right to Erasure including Retention & Disposal	TICK	Status
Your business has a process to routinely and securely dispose of personal data that is no longer required in line with agreed timescales as stated within your contract with BEIS.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Right to Restrict Processing	TICK	Status
Your business has procedures to respond to a data controllers' request to suppress the processing of specific personal data.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Right of Data Portability	TICK	Status
Your business can respond to a request from the data controller for the supply of the personal data you process in an electronic format.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

Data Security: Security Policy	TICK	Status
Your business has an information security policy supported by appropriate security measures.		Not yet implemented or planned
		Partially implemented or planned
		Successfully implemented
		Not applicable

PRINT NAME:

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COMPANY:

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DATE:

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