**SMALL ORGANISATION**

**GDPR COMPLIANCE QUESTIONNAIRE**

The General Data Protection Regulation (GDPR) came into force on 25th May 2018. The GDPR applies to Controllers (who say how and why personal data is processed) and Processors (who act on the Controller’s behalf). GDPR applies to any public or private organisation accessing personal data. The key purpose of GDPR is to increase and protect the rights of EU data subjects by creating clear channels of accountability over data processing.

Further information on GDPR can be found on the Information Commissioner’s Office: <https://ico.org.uk/for-organisations/business/>

The questionnaire is intended to assess whether the bidder(s): (a) meet the requirements of the GDPR and (b) ensure the protection of the rights of the data subject.

The questionnaire assessment will be carried out through a mixture of pass/fail and scored questions. Scored questions will follow the scoring methodology set out in the tender documents. Bidders that fail any of the pass/fail questions or do not score a **minimum of 3 points in any given question** may be excluded from the process and their bid might not be further considered.

Bidders should note that:

* Suppliers will be expected to manage their own costs in relation to compliance with GDPR;
* Under the GDPR Processors now face direct legal obligations and they can be fined by the Information Commissioner’s office (ICO);
* The contract documents to be entered into by the successful supplier(s) will include specific obligations in relation to GDPR;

**GDPR COMPLIANCE QUESTIONNAIRE**

|  Item No# | **ITT QUESTIONS** | **Contractor answers** | **Scoring** |
| --- | --- | --- | --- |
|  | **DATA PROTECTION** |  |  |
| **1** | **Policies and Records**  |
| a | Please provide evidence of policies and procedures you have in place to inform staff of their responsibilities and set out the company’s standards in:Data Protection Security Incident Handling; Information SecurityRecords Management Subject Access RequestsData DisposalData BackupBusiness Continuity and Disaster recovery Privacy Impact Assessment**Assessment Guidance:****Policies should cover:****Data Protection** clearly set out how is data kept safe, what are the limits to access data, roles and responsibilities, guidance for handling data**Information Security**building security, access to ICT systems, ICT security,**Records Management** what records are kept, who can access, how to record, safe data transfer**Subject Access Request Procedure** staff and user awareness, process, roles and responsibilities defined, -may need to liaise with Council**Data Disposal procedure/policy** retention period, safe disposal e.g. shred or secure waste bins, electronic record, end of contract process**Data Backup /Business Continuity and Disaster recovery plan/policy** ICT back up and how service will operate if ICT fails / needs recovery or lack of access to building | Attachments |  Scored: [1] [2] [3] [4] [5] |
| b | Do you assess data / privacy risks? How?**Assessment Guidance:**Use of privacy impact assessment for new data processing / willing to use template for this contract | [Yes] or [No]Attachment  | Pass/fail |
| c | **Is there a central record of data processing activities?** **Assessment Guidance:**The record should set out data processed, purpose, condition for processing, responsible person, any ICT system, retention period If more than one, one entry for each processNB if this contract delivers a new process for supplier, they will need to show example Should be reviewed once a year (minimum) | [Yes] or [No]Type | Pass/failScored: [1] [2] [3] [4] [5]  |
| d | **What are your policies and procedures for dealing with security incidents / data breaches? [Mandatory]** **Assessment Guidance:**Clear process, who to report to, who will investigate, evaluation of the incident and resolution,e.g. lost file, computer virus, | Type | Scored: [1] [2] [3] [4] [5] |
|  | **STAFF TRAINING & AWARENESS** |  |  |
| **2** | **Please provide evidence of staff training on Data Protection and Information Security [and, where relevant, the requirements of the data processing agreement]** |
| a | **Does everyone in your organisation receive training and awareness briefings on data protection and information security? Mandatory*** **The Board [Mandatory],**
* **Senior management [Mandatory],**
* **Security/IT team [Mandatory],**
* **All other staff [Mandatory],**

**Please describe the nature of the training given, when it is given and who is responsible for carrying out training**Small businesses may train all staff together | [Yes] or [No]Type Details | Scored: [1] [2] [3] [4] [5]  |
|  | **ORGANISATIONAL AND TECHNICAL MEASURES** |  |  |
| **3** | **Measures to protect Personal Data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access to Personal Data** |
| a | **Please provide evidence that you have a level of ICT security appropriate to the risk, taking into account the harm which might result from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Data transmitted, stored or otherwise processed in light of systems required,** **e.g.*** Small contracts / limited personal data

Accreditation (E.g. Cyber Essentials) [Desirable] if not, it is mandatory to demonstrate compliance with (National Cyber Security Centre) NCSC 10 steps to Cyber Security: <https://www.ncsc.gov.uk/collection/10-steps-to-cyber-security> * Large contracts / large amounts personal and special category data

Verified Accreditation (e.g. Cyber Security PLUS) [Desirable] if not, it is mandatory to demonstrate compliance with (National Cyber Security Centre) NCSC 10 steps to Cyber Security:If data in held in a hosted solution, demonstrate their compliance with the National Cyber Security Centre (NCSC) 14 Principles for Cloud Security<https://www.ncsc.gov.uk/collection/cloud-security?curPage=/collection/cloud-security/implementing-the-cloud-security-principles>**Assessment Guidance:****ICT security controls are in place to prevent accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.** | [Yes] or [No][Yes] or [No]Type | Pass/Fail and  |
| b | **Confirmation of where electronic data held (in house or off-site)** | [onsite] or [offsite] | Information only |
| C | **Do you regularly back-up data? (Mandatory)****Assessment Guidance:****Systems back up/ business continuity appropriate to type of data.****Paper records** **Cloud storage** | [Yes] or [No]Type | Pass/fail and Score: [1] [2] [3] [4] [5] |
|  | **DATA TRANSFERS** |  |  |
| **4** | **Assurance that transfers storage and processing of Personal Data is only within the European Economic Area or with an Adequacy Decision** |
| **a** | Do you transfer personal data? If so explain how data is transferred? Please confirm that all data processing occurs within the EEA**Assessment Guidance:****e.g. Encrypted email, Tracked post for special category data****Systems hosted in EEA or Accredited Areas****E.g. where are your tools such as Survey Monkey / Mail Chimp and Google Analytics hosted** | [Yes] or [No][NA]Type | Pass/fail (if applicable) and Scored: [1] [2] [3] [4] [5]  |
|  | **MONITORING MECHANISMS** |  |  |
| **5** | **You should have plans to conduct audits of the information or processes relating to your compliance with obligations under the GDPR.**  |   |  |
| a | **Compliance with the General Data Protection Regulation is assessed annually at minimum. (Mandatory requirement)** **For example,*** **Information Security audits**
* **Records Management audit Business Continuity and Disaster recovery plan tested**

Provide review plans**Assessment Guidance:****Plan in place** | [Yes] or [No} Attachment | Pass/Fail and Scored: [1] [2] [3] [4] [5] |
|  | **SUB-CONTRACTORS** |  |  |
| **6** | **You should be checking on your sub-contractor’s compliance with GDPR** |  |  |
| **a** | **Are any of your processing activities carried out by third parties (sub-processors)?**  | [Yes] or [No} | Information only |
| b | If yes, please set out how you will monitor and ensure their compliance with GDPR. Also how you will facilitate the Council accessing this monitoring data, including direct contact with the sub-contractor if required. Provide a plan to monitor compliance in subcontractors**Are written agreements in place covering these arrangements with sub processors?****Assessment Guidance:****[Minimum monitoring should be once a year]** **[Plan in place]** | Type | Scored: [1] [2] [3] [4] [5] |