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| Appendix 4: Local Stop Smoking Service 2021 | Data Protection and Information |
| Provider Name |  |
| Do you comply with all the relevant articles of the General Data Protection Regulations (GDPR)? Have you updated your practices, policies and procedures (if necessary) to ensure their effectiveness in recording and demonstrating compliance with the GDPR? Please provide copies of relevant policies and procedures to confirm this. |  |
| Please confirm the geographical location and address of the servers where personal data will be stored and processed (particularly data that OCC owns or is responsible for) and whether you use a third party to store data. |  |
| Please confirm how you store both electronic and paper records securely including any encryption and malware tools used. If you use another supplier to provide any information storage (e.g. cloud storage) please provide details here. |  |
| Please confirm audit logs are available on request, detailing of who accessed the system, when and what actions they took |  |
| Please confirm how you will securely dispose of any data that OCC is responsible for. |  |
| Please explain how Council data is accessed by your staff including whether the devices used are corporately owned or privately owned by your staff e.g. Bring Your Own Device (BYOD). |  |
| Please confirm what retention periods are applied to OCC data held in the system |  |
| How will data be deleted / removed when not required? |  |
| Will any other third party need to access the information? If yes, please provide details |  |
| What access controls are / will be in place? Who creates user accounts for the system and what is the approval process? |  |
| Please confirm what disaster recovery / Back-up procedures/guarantees are in place? |  |
| Please confirm whether Data Protection training is given to all staff, what this covers and how frequently staff are asked to re-take this? |  |