

**[Firm Name]**  
**Supplier Information Assurance Questionnaire**

---

<b>Organisation Name:</b>	
<b>Name and role of person completing questionnaire:</b>	
<b>Date:</b>	

<b>1</b>	Do you have any formal accreditation of your data protection standards, such as BS 10012 or ISO 27001?  If <b>Yes</b> , please provide details including the date obtained and when you are due for reaccreditation. <b><i>If you can answer this question positively you may ignore the rest of this questionnaire.</i></b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  <b>Date:</b>
<b>2</b>	Do you have a documented policy addressing data protection and information security?  If <b>Yes</b> , when was that policy last reviewed?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  <b>Date:</b>
<b>3</b>	Do you audit and test the security of your systems?  If <b>Yes</b> , when was the last such audit or test carried out?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  <b>Date:</b>
<b>4</b>	Do you regularly issue written guidance to your staff and any relevant contractors on their data protection obligations, including data security precautions?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>5</b>	Do you train your staff about data protection and data security? In particular does that training include the need to report breaches of security?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>6</b>	Do you control entry to areas of your premises where information assets are accessible (e.g. including controlling access by work experience visitors, unvetted temporary staff or contractors)?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>7</b>	Do you employ automatic locking of computer screens when users' workstations remain idle after a set period of time?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>8</b>	Do you ensure that complex passwords are used, and that passwords are changed periodically?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>9</b>	Is personal data and other confidential information encrypted when taken outside the premises on portable devices	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>10</b>	Are software updates reliably and promptly installed on all relevant equipment?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>11</b>	Do you maintain up to date anti-virus software?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>12</b>	Do you have an effective firewall, including scanning traffic coming into your network for viruses?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>13</b>	When you decommission IT equipment, is data stored upon it entirely removed using the services of trained personnel?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>