Supplier Information Assurance Questionnaire

Organisation Name:	
Name and role of person completing questionnaire:	
Date:	

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