

TREATMENT PROVIDER ASSESSMENT QUESTIONNAIRE

Supplier's Name		VAT NUMBER	
Contact details for data protection			
Name:		Department:	
e-mail:		Phone number:	
Description of the services to be provided			
Where and how will the data be processed?			
<ul style="list-style-type: none"> • In the facilities and with the supplier's information systems. <input type="checkbox"/> In the facilities and with the company's information systems. <input type="checkbox"/> In remote access to the company's information systems. 			
Will special categories of data be processed?			
(Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership and the processing of genetic data, biometric data which are intended to uniquely identify a natural person, data concerning health or data concerning the sexual life or sexual orientation of a natural person)			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
No.	Aspect assessed	YES/NO	Comments/evidence
1	Data protection and information security management system		
1a	Have staff been informed of their duties and obligations with regard to the processing of personal data?		
1b	Are resource use policies in place (email, internet...)?		
1c	Is there an information access control system in place using unambiguous and robust identifiers, with access profiles and regular change?		
1d	Is there a system for controlling physical access to facilities?		
1e	Is security software available (antivirus, firewall, anti-malware...)?		
1f	Is there a medium storage management procedure in place?		
1g	Is a backup procedure available?		
1h	Is there a procedure for encrypting communications and portable terminals?		
1i	Is a contingency plan available?		
1j	Is there a procedure for periodic checks/audits/impact assessments?		
1k	Is there a procedure for processing, archiving and storing paper documentation?		
2	Have the workers and external personnel involved in the processing received training in data protection?		

3	Have the workers and external personnel involved in the treatment signed a confidentiality agreement?		
4	Is there a Data Protection Delegate or similar figure if his or her appointment is not mandatory?		
5	Is there a data protection security incident management system in place, including the procedure for reporting security breaches to the data subject/responsible party?		
6	Is a Treatment Activity Log available?		
7	Is a subcontracting procedure available, including evaluation of the subcontractor and contract?		
8	Is a care procedure available for the exercise of the rights of the persons concerned?		
9	Is there a procedure for processing data at the end of the service (return, destruction or transfer to another provider)?		
10	Is the provider adhering to a Code of Conduct?		
11	Do you have a Data Protection Certification?		
12	Do you have an Information Security Certification (ISO or similar)		
13	Improvements made		
<p>You are informed that your personal data, as well as those derived from the commercial relationship, will be treated with the purpose of maintaining the same. The legal basis for the treatment of the data is the correct execution of the agreement. These data are necessary, so that if they are not provided, it will not be possible to create the desired relationship between the parties. The data will be kept as long as the contractual relationship is maintained and no deletion is requested, and in any case, in compliance with applicable legal limitation periods. No international transfer or assignment of your data is foreseen, unless required by law. You may exercise your rights of access, rectification, deletion, portability and limitation or opposition by writing to the address of the Data Controller (email address). You also have the right to make a complaint to the Control Authority (Spanish Data Protection Agency: www.aepd.es). Data of the Data Controller: ACCION CONTRA EL HAMBRE; NIF: G-81164105; Calle Duque de Sevilla, nº 3, 28002 de Madrid; + 34 91 391 53 00 and Email: procurement@accioncontraelhambre.org.</p>			