

## GDPR Questionnaire

The purpose of this document is to give those who require support with GDPR a list of starter questions to help them assess their company risk in relation to data and GDPR.

As you know, GDPR (*General Data Protection Regulations*) will be law in May 2018. Many companies are starting to prepare their business and themselves for the changes. Hopefully this document will help generate further discussion, identify areas of risk and help assess the importance of data to the business.

### Company Details

Company Name

Company Address

### The GDPR contact within the company

Operational contact

Board member with company responsibility for GDPR/DPA (*General Data Protection Regs + Data Protection Act*) ?

Industry or sector

Number of Employees  Number of Sites (*including international sites*)

### Information Technology

How many desktop computers and laptops does your company have?

Number of mobiles devices within the business?

How do you store your data?

Where do you store your data?

Do you have a Firewall?  Yes  No

Do you use Anti-Virus Software?  Yes  No

Does your premises have CCTV?  Yes  No

Do you secure the data before its send?  Yes  No

Do you send sensitive Data over email?  Yes  No

## GDPR Questionnaire

### Data and Marketing

How much personal data do you hold?

Do you run marketing campaigns on a regular basis?  Yes  No

Where is your marketing data stored?

How long have you stored the data?

Who manages the client requests for data?

Do you share the data with a 3rd party?  Yes  No

If yes, what type of data?

Do you buy prospects data?  Yes  No

How do you share the data throughout the company?

### Social Media and Web Presence

Do you have a company website?  Yes  No

Do you collect and store data from the various visitors to the website?  Yes  No

Do you have privacy policy?  Yes  No

Does your website use cookies?  Yes  No

Do you have a cookie policy?  Yes  No

Do you have a social media presence?  Yes  No

If yes, what social media site(s) do you use?

### Human Resources

Do you store sensitive data on your employees?  Yes  No

How do you store the data?

How old is the employee data?

When was the last time your employment contract was reviewed with regards to GDPR?

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### Commercial Contracts

When was the last time your supplier contracts (CRM, marketing, data-list suppliers, services that involve passing data, etc) were reviewed with regards to liability?

When was the last time your Terms and conditions of business reviewed with regards to data protection or GDPR liability?

When was the last time your sub-contractor contracts were reviewed with regards to data protection or GDPR liability?

Do you tender for public sector contracts?  Yes  No

Do you require GDPR compliance for any other tendering processes?  Yes  No

### Data Breach and Insurance

Do you have processes for dealing with a data breach?  Yes  No

What are the processes you have in place to deal with ICO (Information Commissioner) ?

Do you have insurance in place in case of a Data Breach?  Yes  No

Do you store sensitive data?  Yes  No

If yes, what value would you put on your sensitive Data?

### International

Is any part of company located outside the UK?  Yes  No

Is any part of the company located outside the EU?  Yes  No

Do you import or export any goods or services?  Yes  No

How many countries is your company located?

Where is the data stored?

## GDPR Questionnaire

I hope this document has been useful to you, its purpose is to generate ideas and identify areas where you can see the flow of data into your business and potential areas of risk. We at Create Ts and Cs can help you take the next step which involves preparing for a data breach and assist you to manage the contractual risk with regards to suppliers and customers.

To find out more, call **0141 465 7077** and book a telephone appointment to discuss the issues further.

Regards



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