**Data Protection**

**Supplier DPA Questionnaire**

Please complete this questionnaire and complete the declaration before returning it to APM.

APM’s own Privacy Statement for reference purposes may be accessed [here](https://www.apm.org.uk/apm-privacy-statement/).

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| **Section** | **Questionnaire** | ***Guidance examples*** | **Response (to be completed)** |
|  | **General** | | |
|  | Please provide the full name of your company/organisation |  |  |
|  | (a) Is your company registered in the United Kingdom at Companies House? (b) If not, in which country is your company registered? |  | 1. Yes/No *(delete as appropriate)* |
|  | (a) Please list the different types of personal data which will be exchanged with APM and (b) the purpose for providing the data. | *e.g. (a) individual’s first name; surname; home address; date of birth etc (b) course application form; event management etc* | (a)  (b) |
|  | (a) What is the postal address for the premises from which the data is processed? (b) Please confirm if your organisation owns these premises. |  | (a)  (b) yes/no *(delete as appropriate)* |
|  | What is the name and telephone number of your company’s Information Security or Data Protection Manager? |  | Name:  Telephone no: |
|  | (a) Is your company registered with the Information Commissioner’s Office? (b) If yes, what is your registration number? |  | 1. Yes/no *(delete as appropriate)* |
|  | (a) Please list all sub-contractors you will use to process candidate data, and (b) the steps taken to ensure their compliance with data protection requirements. | *e.g. contractual clauses;*  *reviews of security controls; firewalls, anti-virus software; third party security suppliers; web services* | (a)  (b) |
|  | **Physical Security** | | |
|  | Describe the security measures in place to protect APM’s information on your premises, and how any electronic backups of data will be secured. | *e.g. physical storage areas, security etc* |  |
|  | **Technical Controls** | | |
|  | Does your company have information security procedures for protecting its systems against the vulnerabilities of unauthorised or unlawful processing and against accidental loss or destruction of damage to data? If so, please provide details. | *e.g. limited/controlled user access to systems; password controls; server security; retention periods; staff and contractor data protection training* |  |
|  | **Operating System Security** | | |
|  | What security measures will be used to safeguard the data when in transit to APM? | *e.g. SFTP; password protection; encryption* |  |
|  | Please list all countries in which you will process data before forwarding to APM, and the country in which data will be processed when returned to you by APM (if different). | *where information is held electronically - please confirm the country/territory where your server is located. Within EEA* |  |
|  | **Organisational Standards** | | |
|  | What practices does your company follow for disposing of sensitive written or printed material? | *e.g. confidential waste* |  |
|  | Does your company have procedures for reporting security incidents to your clients? | *e.g. data protection policies/statements* |  |
|  | Is regular information security or data protection training mandatory for your staff? |  |  |
|  | **Human Resources Security** | | |
|  | Has your company self-reported or been reported for any information security incidents (theft, misuse, losses) to the Information Commissioner’s Office in the last 3 years? If so, please describe the incident(s) and the outcome. |  |  |

**Declaration**

***I confirm that the information I have provided on this questionnaire is true and accurate to the best of my ability.***

Company:

Signature:

Position:

Print name:

Date: