



BUTTSBURY JUNIOR SCHOOL



THIRD PARTY SUPPLIER COMPLIANCE QUESTIONNAIRE

As one of Buttsbury Junior School's suppliers please can I ask you to complete the following information and return to Mrs C Byfield, Buttsbury Junior School, Norsey View Drive, Billericay, CM12 0YZ or e-mail admin@buttsbury-jun.essex.sch.uk

Name of Supplier:	
Service Provided to the School:	

Description of the data that is processed?	
Where is the data stored/recorded?	
If the data is stored in a cloud based facility, where are the servers located?	

How long is the data retained for?	
How and where is the data backed up?	
Who has access to the data?	
Who is accountable for the data?	
Who is the data shared with?	
In the event of a data breach, what is the process?	

<p>How will you notify us if a breach occurs?</p>	
<p>Do you sub-contract to other data processors?</p>	
<p>Please confirm that you will not allow them to access school data without prior consent from us as Data Controller</p>	
<p>Please confirm that you have contractual arrangements in place that ensure that they are GDPR compliant, and that deal with the issues of security and breach reporting</p>	
<p>What processes do you have in place for testing the security of your system?</p>	
<p>When was this security system last tested and what was the outcome?</p>	

<p>What is your company's strategy for achieving compliance with the GDPR?</p>	
<p>Please provide details of your Data Protection/Information Security/Cyber Security Policy</p>	