

GDPR Supplier Questionnaire

General information	Response
Company Name (legal and Trading)	Boldfield Ltd
Questionnaire completed by (including name and Job Title)	Mark Clark (Director Customer Services)
Date completed	20/03/2018

GDPR Awareness and Readiness	Response
Is your organisation aware of the changes to data protection law under GDPR and how it will impact your business?	Yes
Have you undertaken formal gap analysis / an information audit against the requirements under GDPR?	Yes
Have you initiated a project to achieve GDPR compliance?	Yes
Do you expect to be compliant with GDPR by 25 May 2018?	Yes

Staff Involvement and Awareness	Response
Have you appointed / will you appoint a Data Compliance Officer? (where applicable)	Yes
If you have answered 'No', please advise who is responsible for data protection?	
Do you have a training program in place to ensure all relevant staff are aware of GDPR requirements prior to 25 May 2018?	Yes

Data Governance	Response
Have you created a record of your processing of personal data? (also known as data mapping / audit)	yes
Please detail the personal data that your service or product collects, stores, processes or has access to?	<p>Boldfield Computing will process and retain the Customer name, contact details (including address, phone number and Email address) and Bank Account details.</p> <p>Boldfield Computing will also retain the following personal details of users utilising the helpdesk: Name, Email address and Phone number(s) used to contact Boldfield.</p>

Fair Processing and Privacy Notice	Response
Do you intend to revise your Privacy Notice. Please send us a copy	This has been done, attached.
Do you have a privacy notice on your website? If so, please provide a link.	This has been updated and will soon be updated onto the website

Data Subject Rights	Response
Do you have policies and procedures in place to comply with a data subject's rights including their rights: to be informed; to access; to rectification; to erasure; to data portability; to object to direct marketing.	Yes, see attached updated data protection policy

Data Transmission and Data Residency	Response
Do you transfer personal data outside of the EU?	No
If so, what steps have you taken to ensure GDPR compliance?	
Do you have a documented process for storing data and retaining it in line with GDPR requirements?	Yes
Has your organisation considered the GDPR Data Minimisation principle and reflected this in their relevant data retention policies?	Yes
Do you encrypt personal data when you transfer it to third parties?	Not Applicable
Please describe how data that is transmitted is protected.	Not Applicable

Data Breach	Response
Have you documented your data breach notification procedures to meet GDPR requirements, and have all relevant staff been given adequate training in this?	In process
Please provide additional information if 'No'.	Staff Training in Process
Have you had any data breaches or large-scale data losses in the last 12 months?	No
If so, please provide details including any regulatory response.	

Additional Comments