**Supplier Assurance Statement**

Further to the attached letter in regards to GDPR, please complete the following questionnaire to ensure your contract with Worcestershire County Council (the Council) is GDPR Compliant. Controllers (in this case the Council) may only appoint Processors (in this case your organisation) that provide sufficient guarantees to ensure processing meets the requirements of the GDPR. Processors are required to process personal data in accordance with the Controller's instructions. It is in the interest of both Controller and Processor to make sure obligations and requirements placed upon the Processor are set out as clearly as possible. This form is available to [**complete online**](https://forms.office.com/Pages/ResponsePage.aspx?id=hxj0rDe900WeZUfN5I3IWqBM442wHplMuxaVrKy6fWZUM0hCRVBVQjVEMklaNk9BV1hVUlVYVjFITi4u).

1. Company Name (the Supplier)



2. GDPR Reference Number (GDPR/0518/#####)

*This can be in the box at the top of the email we sent you*



3. Contract Reference Number



4. Do you directly or indirectly process any personal data on behalf of the Council

*Personal Data is defined as: any information relating to an individual (‘data subject’); who can be identified, directly or indirectly, from the information. In particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual*

Yes

No

5. Please provide details of the TYPE of personal data (as defined above) you process on behalf of the Council

*Do not include the actual personal data but the types of data you store*



6. As the Supplier, do you agree to only act on the written instructions of the Council unless otherwise required by law?

Yes

No

7. As the Supplier will you follow instructions from the Council regarding the deletion or return to the Council of all personal data when the contract ends, unless the Supplier is required to retain the personal data by law?

Yes

No

8. As the Supplier will you employ persons who are contractually committed to confidentiality or are under a statutory obligation of confidentiality?

Yes

No

9. As the Supplier will you ensure that appropriate technical and organisational measures are taken to ensure the security of the processing?

Yes

No

10. As the Supplier will you only use sub-processors with the prior written permission of the Council and only within a binding written contract with the sub-processor?

Yes

No

11. As the Supplier will you assist the Council in providing subject access and allowing data subjects to exercise their rights?

Yes

No

12. As the Supplier will you assist the Council in meeting its GDPR obligations in relation to the security of processing and data protection impact assessments?

Yes

No

13. As the Supplier will you report any data breaches affecting personal data processed on behalf of the Council without undue delay to the Council and ensure prompt investigation is undertaken including assisting with any reporting to the ICO if required?

Yes

No

14. As the Supplier will you be able to demonstrate at any point that compliance is being met and will maintain a record of all processing, including subject matter and duration of the processing, the nature and purposes of the processing, types of personal data and the categories of individuals, being carried out on behalf of the Council?

Yes

No

15. As the Supplier will you appoint a Data Protection Officer (DPO) where necessary?

Yes

No

16. As the Supplier will you submit to audits and inspections, and provide the Council with whatever information it needs to ensure that the Processor and the Council are both meeting their GDPR obligations, and tell the Council immediately if the Processor is asked to do something infringing the GDPR or other data protection law?

Yes

No

17. As the Supplier will you limit data transfers to third parties only to countries or organisations where appropriate safeguards have been put in place and in all circumstances only with the prior written agreement of the Council?

Yes

No

18. Please provide details of how your company will comply with GDPR requirements



19. If you have replied No for any of the above questions please provide details why

*Please enter N/A if this does not apply*



20. Name of person completing Assurance Statement



21. Job title of person completing Assurance Statement



22. Contact number



23. Contact email address



24. I declare that to the best of my knowledge and belief the answers submitted to these questions are correct. I understand that this data will be used for the purpose of collecting information for compliance with GDPR and failure to submit this may result in non-compliance action and I have the authority to complete this request on behalf the Supplier.

 I Agree

25. Date of Completion Date

