27 July 2021

## Overall rating

## Your overall rating was green.

* 0: Not yet implemented or planned
* 0: Partially implemented or planned
* 15: Successfully implemented
* 3: Not applicable

## GREEN: successfully implemented

### Your business has conducted an information audit to map data flows.

### Your business has documented what personal data you hold, where it came from, who you share it with and what you do with it.

### Your business has an appropriate data protection policy.

### Where required, your business has appointed a Data Protection Officer (DPO). In other cases, you have nominated a data protection lead.

### Decision makers and key people in your business demonstrate support for data protection legislation and promote a positive culture of data protection compliance across the business.

### Your business manages information risks in a structured way so that management understands the business impact of personal data related risks and manages them effectively.

### Your business has implemented appropriate technical and organisational measures to integrate data protection into your processing activities.

### Your business provides data protection awareness training for all staff.

### Your organisation has effective processes to identify and report any personal data breaches to your controller.

### Your business has a process to respond to a controller's request for information (following an individuals' request to access their personal data).

### Your business has processes to ensure that the personal data you hold remains accurate and up to date.

### Your business has a process to routinely and securely dispose of personal data that is no longer required, in line with the agreed timescales stated in your contract with the controller.

### Your business has procedures to respond to a controller's request to suppress the processing of specific personal data.

### Your business can respond to a request from the controller to supply the personal data you process in an electronic format.

### Your business has an information security policy supported by appropriate security measures.

## Not applicable

### Your business only processes data on the documented instructions of a controller and there is a written contract setting out the respective responsibilities and liabilities of the controller and your business.

### Your business has sought prior written authorisation from the data controller before engaging the services of a sub-processor.

### If your business operates outside the EU, you have appointed a representative within the EU in writing.

Thank you for completing this checklist. Please complete our short [feedback survey](https://wh.snapsurveys.com/s.asp?k=150305086273) to help improve our toolkit.

The survey should take around three minutes to complete.