

Appendix 1 – Sample Data Protection Questionnaire

The successful tenderer may be required to complete a Data Protection Questionnaire (DPQ) on appointment. The requirement for a Data Processing Agreement will be dependent on the response to the questionnaire. The below is a sample DPQ for information purposes.

Supplier Name: _____

1.	What are the categories of Data Subject –Cork ETB Staff/Cork ETB Students/ETB Learners/Parents/guardians	
2.	What types of personal data will be processed while providing services to Cork ETB? <i>i.e. Names? Addresses? Email addresses? Passwords? CCTV Images? etc.</i>	
3.	The state the reason why the data is collected/processed required?	
4. A	Is any of the data subcontracted or shared (whole or in part) with any 3 rd party?	
4. B	If yes – with whom and why?	
5. A	Is any of the data transferred or stored outside of Rep of Ireland?	
5. B	If yes – where, and for what purpose?	
6	What technical or organisational data security measures are in place?	
7.	Is there a disaster recovery plan/ Breach Management Plan in place should the data be compromised?	
8.	How long is the data retained?	
9.	How is the data securely destroyed when it is no longer required?	
10.	Please provide name of person responsible for Data Protection.	
11.	Supplier address	
13.	Email address	
14.	Phone number	

Signed: _____ **Date:** _____