|  |  |
| --- | --- |
| Vendor Name |  |
| Vendor Contact’s Name |  | Vendor Contact’s Phone Number | Product |
| Vendor Contact’s Email |  | Date Completed |  |

|  | **Inquiry** | **Select All that Apply** | **Additional Information** |
| --- | --- | --- | --- |
| 1 | Are you planning to comply with the General Data Protection Regulation (GDPR) by 5/25/2018? | [ ]  Yes [ ]  No  | If No, explain why?Click or tap here to enter text. |
| 2 | What GDPR requirements will you have completed by 5/25/18? | ☐ GDPR Compliant Privacy Notice (GDPR Articles 13, 14)☐ Controller/Processor Data Protection Addendum (GDPR Articles 28-32) (If complete, please provide to LUC; if incomplete, LUC will provide)☐ Record of Processing (GDPR Article 30) (including data mapping) [ ]  Consent to Process Special Categories of Personal Data (Article 9) (if required) [ ]  Consent to Process Special Categories of Personal Data (Article 9) (if required)[ ]  Consent to Process Using Automated, Individual Decision-Making, Including Profiling (Article 22) (if required)[ ]  Consent to Transfer Data to Third Country (Article 49) (if required)[ ]  Ability to respond to data subject requests and directions (Articles 15-22)[ ]  Are you a Privacy Shield Framework member? [ ]  Other  | If selected other, please describe:Click or tap here to enter text. |
| 3 | What is your data retention policy as it pertains to your LUC data that you process ("Loyola Data") | [ ]  Less than 1 year [ ]  Between 1-3 [ ]  Greater than 3 years [ ]  Customer driven [ ]  Term of the Agreement [ ]  None | If None, explain why?Click or tap here to enter text. |
| 4 | Where is the location of processed/stored/collected Loyola data? | [ ]  United States [ ]  European Union [ ]  All other geographic locations outside of the EU and US  | If selected “All other geo locations”, which countries or continents is the data stored in currently?Click or tap here to enter text. |
| 5 | Is Loyola data sent to other sub-processors for further processing? | [ ]  Yes [ ]  No  | If answer to 5 is a “Yes”, then answer 5a-5c, else skip them. |
| 5a | Have you entered into contracts with sub-processors who sub-process Loyola Data? | [ ]  Yes [ ]  No [ ]  Not Applicable | If the answer to 5a is “No” or “Not Applicable” then explain why?Click or tap here to enter text. |
| 5b | Where is the location of sub-processed/stored/collected Loyola data? | [ ]  United States [ ]  European Union [ ]  All other geographic locations outside of the EU and US | If selected “All other geo locations”, which countries or continents is the data stored in currently?Click or tap here to enter text. |
| 5c | Have you executed a GDPR Data Protection Addendum with each sub-processor? | [ ]  Yes [ ]  No [ ]  Not Applicable | If the answer to 5c is “No” or “Not Applicable” then explain why?Click or tap here to enter text. |
| 6 | Do any third-parties have access to our customer's data? For example:  Do you share our data for research or marketing purpose?  | [ ]  Yes [ ]  No  | If the answer to “6” is a “Yes”, please answer 6a, else skip |
| 6a | Where is the location processed/stored/collected Loyola data? | [ ]  United States [ ]  European Union [ ]  All other geographic locations outside of the EU and US | If selected “All other geo locations”, which countries or continents is the data stored currently?Click or tap here to enter text. |
| 7 | Do you have or will you be appointing a Data Protection Officer (DPO)? | [ ]  Yes [ ]  No  |  |
| 8 | Have you appointed a GDPR Representative in the EU? | [ ]  Yes [ ]  No  | If selected “Yes”, where in the EU are they appointed?Click or tap here to enter text. |
| 9 | Have you had a data breach in last 5 years? | [ ]  Yes [ ]  No  |  |
| 10 | Will you report any data breaches to us within 24-48 hours so we can comply with the 72 hours breach notification requirement set by GDPR for data breach?  | [ ]  Yes [ ]  No  |  |
| 11 | Does your company have other legally mandated requirements for protecting data? Select all that apply.  | [ ]  HIPAA [ ]  GLBA [ ]  PCI [ ]  Other [ ]  None | If selected “Other”, please list them:Click or tap here to enter text. |
| 12 | Do you train your staff regularly on data protection?  | [ ]  Yes [ ]  No  | If yes, how often?[ ]  Semi-Annually[ ]  Annually[ ]  Ad-hoc |
| **Security** |
| 13 | What types of Access Controls (authentication, authorization) do you have in place to prevent unauthorized users to reach your customers’ data?  | [ ]  Multi-factor authentication[ ]  Strong password protection[ ]  Least privilege[ ]  SSH[ ]  Other | If selected “Other”, please describe:Click or tap here to enter text. |
| 14 | Does your team have access to our data? | [ ]  Yes, unlimited[ ]  Yes, with consent[ ]  No |  |
| 15 | What methods are used for data protection? | [ ]  Encryption In Motion[ ]  Encryption at Rest[ ]  Pseudonymization/Masking[ ]  Data Loss Prevention (DLP)[ ]  Other:  | If selected “Other”, please describe:Click or tap here to enter text. |
| 16 | Where can our data be potentially stored/travel in clear? | [ ]  Inside your network perimeter[ ]  Outside your network perimeter[ ]  Secondary databases (backup db, non- prod db, data warehouse)[ ]  Nowhere you are aware of |  |
| 17 | Do you have an incident management and response process? | [ ]  Yes [ ]  No  |  |
| 18 | What type of secure software development processes do you have in place? Select all that apply. | [ ]  Threat Modeling[ ]  Static/Dynamic Analysis[ ]  Pen Testing[ ]  Other:  | If selected “Other”, please describe:Click or tap here to enter text. |
| 19 | What steps do you take to address these vulnerabilities in your systems? | [ ]  Apply patches[ ]  System upgrades[ ]  Other:  | If selected “Other”, please describe:Click or tap here to enter text. |
| 20 | Do you have an internal program for social engineering user awareness? | [ ]  Yes [ ]  No  |  |
| 21 | What 3rd party assessments of your security controls are in place? | [ ]  SOC2 Type 1/2[ ]  External Audits[ ]  Internal Audits[ ]  Other:  | If selected “Other”, please list them:Click or tap here to enter text. |
| Additional Comments |
| 28 | Click or tap here to enter text. |