

GDPR Supplier Questionnaire

This document designed to answer questions asked by Suppliers and Partners of QUIQSOLUTIONS in the course of their own GDPR Privacy Impact Assessment. It is not an exhaustive account of actions we have taken but seeks to outline the readiness of the business for GDPR on 25th May 2018.

Additional information can be supplied as required.

Contact: Neal Moores (director)

General information	Response
Company Name (legal and Trading)	QuiqSolutions Ltd
Questionnaire completed by (including name and Job Title)	Neal Moores (Director)
Date completed / last change	10.5.2020

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, Quiqsolutions have evaluated our position in relation to GDPR
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 Protection Officer? (where applicable)	We are not required to do so due to the size of business but have nominated Neal Moores (Director) as the person responsible.
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
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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>QuiqSolutions process and retain service users name, contact details (including address, phone number and Email address) and account details.</p> <p>QuiqSolutions also retain personal details for Business partners and prospects who may not as yet be users of our services as part of our ongoing legitimate Business interests.</p>

Fair Processing and Privacy Notice	Response
Do you intend to revise your Privacy Notice. Please send us a copy	quiqsolutions.com > footer > Privacy Notice
Do you have a privacy notice on your website? If so, please provide a link.	quiqsolutions.com > footer > Privacy Notice

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

Data Transmission and Data Residency	Response
Do you transfer personal data outside of the EU?	No, although some system email features, emails that are sent by the system to users, is hosted by amazon web services which can use European based system facilities.
If so, what steps have you taken to ensure GDPR compliance?	Quiqsolutions are satisfied that the data Processor Agreements offered by AWS meet all the required standards.

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, a review is carried out annually
Do you encrypt personal data when you transfer it to third parties?	We do not transfer personal data. Users register on our services using secure sign on forms that are directly engaged with our server applications.
Please describe how data that is transmitted is protected.	Data is uploaded directly to a QuiqSolutions Hosted secure virtual server.

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?	Yes
Please provide additional information if 'No'.	
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

