

Just-Property Ltd – Supplier Checklist

Company Name			
Contact		Role	
Email		Contact number	

1. Please identify your appointed Point of Contact with responsibility for Data Protection

Name		Job title	
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2. Has this person been appointed as an official Data Protection Officer or as a Privacy Officer for Example

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3. Has your Organization a Privacy/Data Protection in Place

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4. If Yes – Is Privacy Policy available on your Website and has it been communicated to Clients & Suppliers?

On website	Yes	No	Communicated	Yes	No
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5. If Yes – Is this Privacy Policy available on your Website?

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6. Does Your Privacy Policy clarify the following:

Why you Collect Data	Yes	No	Note
How you collect Data	Yes	No	Note
How you store Data	Yes	No	Note
With whom do you share data	Yes	No	Note
How you use that data	Yes	No	Note
Consent in Data Collection	Yes	No	Note
How to Delete/Dispose of the Data	Yes	No	Note
Providing Data Access on Request	Yes	No	Note

7. Please outline how you currently store personal data and ensure the security of this

Hardcopy Data (Paper)	
Softcopy Data (Electronic)	



8. Please describe your processes for ensuring that the 3rd Parties and Contractors with who you work are GDPR Compliant

9. Please describe your process for providing Data Subjects with their data Access Rights under GDPR within the 30 day limit and free of charge

10. What processes and methods are you using to properly anonymize and encrypt personal data?

11. Explain the data privacy and protection awareness training employees receive

12. Please outline your process for detecting breaches and your procedure for logging, communicating & Reporting breaches

13. Please outline your process for data disposal - including Identifying, Tracking, Deleting and/or professionally destroying data (if required)

14. Please outline the process by which you obtain consent for the use of personal data

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I confirm to the best of my knowledge that all details above are accurate and the our organization operates to the processes and procedures outlines and that in doing so – we are compliant with GDPR and the related data protection regulations

Name	
Signature	