

At Bidwell Henderson we have heavily invested in our systems, policies and training to help protect our solicitors and their client’s data. In fact, we started our GDPR journey in 2016!

You may have invested a huge amount of time, money and effort preparing for GDPR, however, if your Costs Draftsmen has not done the same, you are at risk. As a data controller, you are required to ensure that your Costs Draftsmen, in their role as a data processor for you, are adhering to satisfactory data protection standards.

We have created a simple questionnaire for all solicitors to send to their Costs Draftsmen to ensure your clients’ sensitive data is not at risk.

## Data Protection Questionnaire for Costs Draftsmen

Name of <b>solicitors firm</b> requesting completion of the questionnaire:			
Name of <b>costs draftsmen</b> completing the form:		Bidwell Henderson Costs Consultants Ltd	
<b>A</b>	<b>File security</b>	<b>Yes</b>	<b>No</b>
1	Are paper files sent/received by secured, tracked courier/DX in tamper proof boxes?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
2	Do you have a Data Protection Officer? If the answer is no, please provide details of the person responsible for your Data Protection Compliance.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Comments: We are not required to have a DPO however, Mark Bidwell, Director is responsible for data protection and compliance
3	Do you control entry to your premises where information assets are accessible (e.g. including controlling access by work experience visitors, unvetted temporary staff or contractors / cleaners)?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
<b>B</b>	<b>Technology</b>	<b>Yes</b>	<b>No</b>
1	Is our data kept on a secure hosted platform accessible via two-factor authentication? If the answer is no, please provide details of how our data is stored.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
2	Do you regularly audit and test the security of your systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
3	Do you set permissions within your company to control who has access to our data?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
5	Do you have a password policy which requires complex passwords to be used,	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:

	and can you enforce passwords changes?		
6	Do you employ automatic locking of computer screens when users' workstations remain idle after a set period of time?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
7	Do you maintain up to date business anti-virus ?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
8	Are all necessary software updates promptly installed on all relevant equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
9	Is all the software you use, such as PDF and OCR, fully supported and professional/business version?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
10	Do you have a case management system that can process a client's 'Right to erasure' under Article 17 GDPR?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
11	Are you able to remotely remove access to all of our data if any equipment holding our data is lost or stolen?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
12	When you decommission IT equipment, do you maintain data disposal records and use the services of trained personnel to obtain a destruction certificate upon completion of the decommissioning?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
<b>C</b>	<b>Training</b>	<b>Yes</b>	<b>No</b>
1	Do you have a documented policy addressing data protection and information security? If yes, please provide a copy.	<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Comments:
2	Do you regularly issue written guidance to your staff and any relevant contractors on their data protection obligations, including data security precautions?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:
3	Do you train your staff about data protection and data security? In particular, does that training include the need to report breaches of security?	<input checked="" type="checkbox"/>	<input type="checkbox"/> Comments:

Signed by: 

**Print name:** Mark Bidwell

**Position held:** Director of Bidwell Henderson Costs Consultants Ltd

**Date:** 17<sup>th</sup> July 2018