

## 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:			
A	File security	Yes	No
1	Are paper files sent/received by secured, tracked courier/DX in tamper proof boxes?	<input 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 type="checkbox"/> Comments:
3	Do you control entry to areas of your premises where information assets are accessible (e.g. including controlling access by work experience visitors, unvetted temporary staff or contractors)?	<input type="checkbox"/>	<input type="checkbox"/> Comments:
B	Technology	Yes	No
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 type="checkbox"/>	<input type="checkbox"/> Comments:
2	Do you regularly audit and test the security of your systems?	<input type="checkbox"/>	<input type="checkbox"/> Comments:
3	Do you set permissions within your company to control who has access to our data?	<input type="checkbox"/>	<input type="checkbox"/> Comments:
5	Do you have a password policy which requires complex passwords to be used, and can you enforce passwords changes?	<input type="checkbox"/>	<input type="checkbox"/> Comments:
6	Do you employ automatic locking of computer screens when users' workstations remain idle after a set period of time?	<input type="checkbox"/>	<input type="checkbox"/> Comments:
7	Do you maintain up to date business anti-virus ?	<input type="checkbox"/>	<input type="checkbox"/> Comments:
8	Are all necessary software updates promptly installed on all relevant equipment?	<input 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 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 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 type="checkbox"/>	<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 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 type="checkbox"/>	<input type="checkbox"/> Comments:
4	Do you ensure that complex passwords are used, and that passwords are changed periodically?	<input type="checkbox"/>	<input type="checkbox"/> Comments:

**Signed by:** .....

**Print name:** .....

**Position held** .....

**Date:** .....