

# Vendor Assessment Questionnaire for Data Privacy Requirements

A **vendor assessment questionnaire** for data privacy requirements ensures third-party providers comply with legal and organizational data protection standards. It helps identify potential risks by evaluating vendors' data handling practices and security measures. This process is critical for maintaining regulatory compliance and safeguarding sensitive information.

**Instructions:** Please complete all sections below. Attach supporting documents as necessary. For any "No" answers, provide additional comments or a mitigation plan.

Assessment Area	Yes/No	Comments / Details
Does your organization have a documented data privacy policy?		
Are your employees trained in data privacy and protection regulations (e.g., GDPR, CCPA)?		
Do you conduct regular data protection risk assessments?		
Is personal/sensitive data encrypted both at rest and in transit?		
Are access controls and authentication mechanisms implemented for sensitive data?		
Do you have incident response and data breach notification procedures?		
Is there a Data Processing Agreement in place with your subcontractors (if any)?		
Do you honor data subjects' rights (e.g., access, correction, deletion requests)?		
Do you retain personal data only as long as necessary?		
Have you had any data breaches in the past 24 months? If yes, please describe.		

**Authorized Representative:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_