

## Data Processor - Contract Assurance Assessment

<b>Service Provider Name (Data Processor)</b>	ACER International UK Limited
<b>Contract / Framework Agreement Title</b>	A System of Standardised Assessments to Support the National Improvement Framework
<b>Duration of Contract/Framework Agreement (Dates)</b>	3 years (24 October 2016 – 23 October 2019) with the potential to extend for up to 24 months (to 23 October 2021)

### Introduction

The purpose of this document is for the supplier, when they are acting as a Data Processor for the Scottish Ministers (as Data Controller) to provide assurance that they are handling personal data in compliance with the General Data Protection Regulation (GDPR) and other relevant data protection legislation.

All questions should be answered from the context of your company operating as a Data Processor under the Contract/ Framework Agreement. Further information on GDPR can be found on the Information Commissioner's website :

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/contracts/>

<https://ico.org.uk/for-organisations/resources-and-support/data-protection-self-assessment/data-processors/>

1. Please confirm that your business has registered with the Information Commissioner's Office.

Yes. ACER is registered with the Information Commissioner's Office. Registration number Z1280311

2. Please confirm that your business has an information security policy supported by appropriate security measures.

Yes. ACER has an Information Security Management Framework that includes a set of policies and associated security controls.

3. Please confirm that your business has an appropriate data protection policy.

Yes. ACER has an Information Security Policy that covers data protection plus necessary employee handbook entry and associated training updates.

4. Please confirm that your business has nominated a data protection lead or Data Protection Officer (DPO).

Yes. ACER has a nominated DPO.

5. Please confirm that your business manages information risks in a structured way so that management understands the business impact of personal data related risks and manages them effectively.

Yes. ACER has a method for identifying information risks, escalating them to an appropriate level of management, resolving them or mitigating their impact.

6. Please confirm that your business has implemented appropriate technical and organisational measures to show you have considered and integrated data protection into your processing activities.

Yes. ACER has provided to the Scottish Government (SG) our DPIA assessment for the project for the data we process and with regards to any required distribution or sharing of that data.

7. Please confirm that your business has conducted an information audit to map data flows.

Yes. For the SNSA project the full data flow is mapped to ensure that at the inbuilt data security procedures are not circumvented at any time. We ensure that the flow of data is secure and encrypted and that our access procedures are compliant.

Redacted

Redacted

Redacted

Redacted

This document should be read and applied alongside the terms and conditions of contract and in particular, the clauses that relate to personal data protection. The document should be signed by a senior manager within the company qualified and empowered to understand the matters concerned and with the authority to sign this document on behalf of the Service Provider.

I hereby confirm on behalf of my company that I am authorised to complete this information and that the information provided is accurate and complete.

<b>For and on behalf of:</b>	ACER International UK Limited
<b>Name:</b>	Desmond Bermingham
<b>Position:</b>	CEO
<b>Date:</b>	12/6/18

