

# **PROCEDURE**

GDPR - QUESTIONNAIRE



CLASSIFICATION: EXTERNAL USE

## DOCUMENT CONTROL

### A. Approval

Date:	11/06/18
Name:	Jose Manuel Sanchez
Position:	ICT Manager

### B. Change control

Version	Date	Description
1.0	11/06/2018	Initial Version

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## 1. INTRODUCTION

Regulation (EU) 2016/679 establishes the obligation of the controllers to appoint processors who comply with the Regulations and Security guidelines approved by the company.

This document intends to assess maximice events group SL's own performance upon delivering.

## 2. COMPANY INFORMATION

Company Name	maximice events group SL		
Contact Name	Jose Manuel Sanchez		
Products or Services	Event Agency		
No. of employees	30		
Questionnaire Date	11/06/18	Filled-in by	Jose Manuel Sanchez



### 3. QUESTIONNAIRE

#### 3.1. Certifications

- Does maximice events group SL have any relevant certification regarding data privacy and security, such as ISO 27001, COBIT, GDPR official certification, etc.?

No

- Does the company adhere to any code of conduct?

No

#### 3.2. Security Management

- Have you appointed a Data Protection Officer?

No, it does not fall within the cases in which it is required.

- Does the company register the activities of the controllers?

Yes

- Do you have an approved security policy?

Yes. Furthermore, we have an information security regulations and procedures document. We also have a notification procedure in case of violations.

- Can you perform a Privacy Impact Analysis in collaboration with the controller?

Yes

- Is the data-processing-personnel trained on GDPR-related issues?

Yes

#### 3.3. Data Storage

- Where does the controller store the information?

Both on a server and on the cloud.



- In case of storing information in digital format through a service provided by a third party, please provide the information about such third party and the security measures implemented.

Dropbox Inc. with notification address at 333 Brannan Street San Francisco, CA 94107

Security Measures: The files stored in Dropbox are encrypted using the Advanced Encryption Standard (AES) standard with 256 bits.

For more information, please read [https://www.dropbox.com/es\\_ES/help/sign-in/how-security-works](https://www.dropbox.com/es_ES/help/sign-in/how-security-works)

- In case of storing information in hardcopy through a service provided by a third party, please provide the information about such third party and the security measures implemented.

The company handles the hardcopy storage itself.

### 3.4. Data Security

- Does the company have security policies and regulations approved by the company management?

Yes

- Briefly describe the security measures available to protect information, including technological and organisational measures (perimeter security, antispyware, etc.).

We use a physical firewall on each company branch.

We use antimalware software in our systems, including e-mail.

Regular security audits can be performed.

- Does the company have information access control, so that the staff and third parties involved in processing are monitored?

Yes

- Does the company have physical security measures to protect access to information?

Yes

- Does the company have a procedure to notify security violations? Does it cover notifications of violations to the controller?

Yes

Yes

### 3.5. Data Destruction

- In case of termination of the contract, how does the controller destroy the personal information?

It is destroyed using a P-3 Security-level-paper shredder.

Shredding cut type 4x45mm.

### 3.6. Subcontractors

- Regarding the controller's processing of the data, please provide a list of service subcontractors and a brief description for each.

In case of using subcontractors, we submit a contract regulating the data protection-related issues.

- Does the company have contracts with the said companies that regulate data access and processing?

Yes

### 3.7. Data Transfers

- Does the company make data transfers for the data handled by the controller? If yes, please list such transfers and explain the reasons.

No

- Do you make International data transfers? If yes, list the countries and the reasons for the transfers.

No



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11/06/2018

The Company Management

Date