

Date

Company name:

CIF/NIF:

Main Activity:

Street:

No.:

City:

State:

Zip Code:

Telephone:

Fax:

Mobile:

e-mail:

Web Page:

General Manager/Director:

NIF/NIE:

Company Contact:

Telephone:

Fax:

Mobile:

e-mail:

CHECK LIST

Do you have video cameras?

Do you record images?

Do you have document shredder(s)?

How many employees on Social Security?

How many persons handle data in your company?

How many desktop computers in your office(s)?

How many desktop computers have a database?

Have you previously filed/registered with the Data Protection Agency (in Spain)?

Yes (Please supply documentation)

No

COMPANY SERVICE PROVIDERS:

1. TAX ADVISER:

Private Contract? Y / N

Company Name:

Telephone:

2. GENERAL ACCOUNTANT:

Private Contract? Y / N

Company Name:

Telephone:

3. LABOUR ADVISER:

Private Contract? Y / N

Company Name:

Telephone:

4. COMPUTER HARDWARE MAINTENANCE COMPANY:

Private Contract? Y / N

Company Name:

Telephone:

5. COMPUTER SOFTWARE MAINTENANCE COMPANY:

Private Contract? Y / N

Company Name:

Telephone:

CHECK LIST

SECURITY:

1. SYSTEM COMPOSITION:

Have a **SERVER**? Y / N
 Located in a restricted area? Y / N

LAPTOPS: Yes / No

How many? Not Assigned? Assigned?
 Location User Leaves Office?
 Y / N
 Y / N
 Y / N

FILE BACKUP

Do you make backup copies of files? Y / N
 How often? Daily Weekly Monthly
 Person making backups:
 Person overseeing backups:
 Storage location of backups:

3. TRANSFER OF RECORDS

Are salaries paid by wire transfer? Y / N
 Are suppliers paid by wire transfer? Y / N
 Do bill your clients by direct debit? Y / N
 You do international transfers of data? Y / N

4. ACCESS TO PREMISES

Do you have a cleaning service? Y / N
 Do they have keys? Y / N
 Company Name:

 You have a Night Watchman service? Y / N
 Company Name:

 You have other companies with access? Y / N
 Company Name:

2. SOFTWARE WITH PERSONAL DATA FILES

Software Name	Purpose	Software Name	Purpose	Software Name	Purpose
	Accounting		Management		
	Invoicing		Commercial		
	Payroll				

FILES TO BE REGISTERED AT AGENCIA ESPAÑOLA DE PROTECCIÓN DE DATOS:

NAME OF FILE (e.g.)	DIGITAL	MANUAL	MIXED
Payroll - Employees			
Clients			
Suppliers			
Accounting / Financial			

REMARKS: (Use back of page if needed)