

Supplier Due Diligence Assessment

Company Name:	
Product(s) or Service(s) Provided:	
Location:	

Criteria for Assessment

No.	Criteria	Yes	No	N/A
1	Meet product / service requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Certified into relevant information security standards? Please specify certifications and validity below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Will there be personal data (PD) involved? If yes, is Privacy Policy available?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4	Are the purposes for the collection, use and/or disclosure of personal data clear and appropriate? <i>Specify types of PD involved and purposes of collection, use and/or disclosure:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are appropriate information security and data protection measures implemented? <i>Specify security safeguards:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the Company have a process of handling information security and data protection queries and complaints? <i>Provide URL link or attach a copy:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the Company have the process for information security / data breach management and notification? <i>Provide URL link or attach a copy:</i> <i>Specify notification timeframe:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are data retention and disposal defined? <i>Specify applicable retention period:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is data storage and backup location located / hosted in Singapore? <i>If not, where is it located?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Any cross-border data transfer? <i>Specify location:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are cross-border transfer meet the Singapore PDPA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Result of Assessment

Recommended:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Assessed by:	Name / Designation:	Signature:	Date:
Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved by:	Name / Designation:	Signature:	Date: