GDPR Vendor Questionnaire

What to get from a vendor before you sign

Send this questionnaire to your vendors, then check each item once the answer is obtained and verified. A **no** or **not sure** signals a point to clarify before signing.

Framework	When it applies to you
Moroccan law 09-08 / CNDP	All processing carried out in Morocco: clients, prospects, staff, website.
EU GDPR	Once you process data of people located in the EU, or target the European market.

1 Service and role

- ☐ The service and its purpose are clearly described.
- ☐ The categories of people and data involved are identified.
- ☐ The vendor’s role is qualified: processor, controller, or joint controller.
- ☐ The documented instructions the vendor must follow are defined.

2 Data lifecycle

- ☐ Collection sources and interfaces are known.
- ☐ Primary hosting and backups are identified.
- ☐ Support and admin access are controlled.
- ☐ Retention periods are specified.
- ☐ Return and deletion at contract end are planned.

3 Article 28 contract

- [ ] A confidentiality clause covers the vendor’s staff.
- [ ] Security measures are described in the contract.
- [ ] The vendor commits to assist with rights requests, incidents and DPIAs.
- [ ] Sub-processors are controlled contractually.
- [ ] An audit right is included.
- [ ] The fate of data at contract end is specified.

4 Security

- [ ] Identity and access management is described.
- [ ] Encryption in transit and at rest is documented.
- [ ] Logging and monitoring are in place.
- [ ] Backups and continuity are tested.
- [ ] Vulnerability management is described.
- [ ] The incident notification deadline is specified.

5 Transfers outside Morocco

- [ ] Countries of hosting, support and access are known.
- [ ] The applicable transfer mechanism is identified.
- [ ] Standard contractual clauses are available if needed.
- [ ] A transfer impact assessment (TIA) has been done if needed.
- [ ] Supplementary measures are planned if the country warrants them.
- [ ] The CNDP implications of the transfer are qualified.

6 Decision

- [ ] The vendor’s risk level is assessed.
- [ ] Blocking gaps are listed.
- [ ] Corrective actions are defined with an owner.
- [ ] A deadline is set for each action.
- [ ] The acceptance condition for the vendor is clear.
- [ ] A review date is scheduled.

Next step with RCM

RCM can review your vendor contracts, negotiate missing clauses and qualify the risk level of each supplier.

Book a call: calendly.com/rgpdconseilmaroc-reunion/30min
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This checklist is general guidance and does not replace an audit or legal advice for your specific situation.