

## Supplier Information Sheet

Company business requesting the supplier: \_\_\_\_\_  
Submitted by: \_\_\_\_\_

**Please provide the following information to launch the on-boarding process. This information is needed to enable the supplier privacy review.**

**Supplier Name:** \_\_\_\_\_

**Supplier Address:** \_\_\_\_\_

**Brief description of the services:** \_\_\_\_\_

*If this contract is for a pilot or test of services, please complete the form for the services that will be purchased if the pilot or test is successful. Is this a pilot?*  Yes  No *If yes, expected duration?* \_\_\_\_\_

**1. Will the supplier have access to any of our facilities or systems?**  No  Yes  Not sure

*Security review is required, even if the supplier does not process personal information.*

**2. Do the services require the supplier to collect, receive or use any personal information?** *Personal information is any information that could be used to identify, contact, locate or target a person.*

No [Submit Form]

Yes [Please answer the following additional questions.]

**3. What types of personal information will the supplier access?** *Check all that apply.*

Company employee or job applicant (HR) information

Consumer data

Commercial and/or customer data (B2B data)

[student, patient...regulated data]

Other: \_\_\_\_\_

**Records ONLY contain Business Contact Information?**  No  Yes  Not sure.

*Business contract information means the following data elements pertaining to our employees/contractors, commercial customers, or professionals (such as trade show attendees): name, title, company, address, phone/fax/mobile number, email address, social media handle, and nature of the relationship.*

**Approximately how many records will the supplier access?** \_\_\_\_\_

**Where will the data be stored?**  In our systems or data centers

In the supplier's systems or data center - *Please provide location:* \_\_\_\_\_

In a third-party data center (such as AWS) *Where:* \_\_\_\_\_

**4. Will the supplier have access to any of the following sensitive data elements?**  No

Government-issued identification numbers

Online account access information (usernames, passwords, password recovery information)

Payment card number, other financial account numbers, other financial data

Health or medical information, health insurance participant information, genetic data

Biometric or genetic data

Audio/visual data and/or contents of communications with the individual (e.g., call/meeting transcripts)

Precise geolocation data

Data pertaining to children

Consumer reporting data, background screening reports, credit reports or credit scores

Data related to criminal convictions or offenses or allegations of crimes

Data revealing race or ethnicity, political opinions, religious or philosophical beliefs, trade union membership, sex life or sexual orientation

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**5. Will the supplier collect any information directly from individuals?** *For example, the supplier is hosting an App or webpage for us or collecting data for us in connection with promotions it runs for us.*  No  Yes  
*If yes, our privacy terms require the supplier to provide our privacy notice to the individuals at point of collection. If the supplier cannot do this, the Privacy Office will need to review the supplier's privacy notice.*

**6. Will the supplier transfer the personal information provided to it by us or collected directly from individuals to other countries? Will the supplier receive information from company affiliates in other countries, such as in connection with a global contract?** *For example, does the supplier transfer our data from one country or region to a hosting facility in another country or region?*  No  Yes  Not sure

Describe the transfers, if known. \_\_\_\_\_

Otherwise, please indicate the scope of the relationship:  US only  Global (many countries, multiple regions)  
 North America  Latin America  EMEA  AP  Other: \_\_\_\_\_

**7. Will the supplier be using any AI-powered products or services to provide the services? Do the supplier's products include any AI-powered features?**  No  Yes  Not sure

Describe how AI is used or provide a link to the supplier's published transparency statement: \_\_\_\_\_

*If generative AI systems are used to process our data, the [AI Data Use Committee] must approve the services.*

**8. Has a Privacy Impact Assessment been completed for this project?** *If this is new business activity, please contact the Privacy Office for assistance.*  PIA is not required.  Yes (or in process).  Not sure or not yet.  
*Provide link to PIA tools and/or capture internal PIA reference so that the supplier assessment can be linked to the PIA.*

Reference: \_\_\_\_\_