

Business Continuity Plan – Data and Cyber Security Audit Tool

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| **Provider Name:** |
| Parent Company: |  |
| CQC Number (if applicable):  |  |
| BC Segment Rating: | Bronze/Silver/Gold/Platinum/Platinum Plus |
| BCP Date: |  | Has the BCP been reviewed in the last 12 months | Yes/No |
| Does the BCP cover data security and data breach protocol? | Yes/No | **Details**  | **Comments and recommendations / actions** |
| Does the BCP detail relevant notifications including the ICO in a data breach scenario? | Yes/No | **Details**  | **Comments and recommendations / actions** |
| Does the BCP set out procedures for contacting anyone who may be at risk or whose data has been breached (e.g. service users, staff, families)? | Yes/No | **Details**  | **Comments and recommendations / actions** |
| Does the BCP mention or detail an approach for assessing risk to individuals where personal data has been breached? | Yes/No | **Details**  | **Comments and recommendations / actions** |
| Does the BCP lists expert contacts who can be called upon to support in case of data breach? | Yes/No | **Details**  | **Comments and recommendations / actions** |
| Does the BCP cover devices used and effect if lost/stolen/broken? | Yes/No | **Details**  | **Comments and recommendations / actions** |
| Does the BCP cover loss of access to main IT systems and for how long? | Yes/No | **Details**  | **Comments and recommendations / actions** |
| Does the BCP cover other IT related scenarios such as power cut, broadband failure? | Yes/No | **Details**  | **Comments and recommendations / actions** |
| Is there any information in the BCP about how the provider test the data and cyber security aspects of the BCP or the BCP overall? | Yes/No | **Comments and recommendations / actions** | **Comments and recommendations / actions** |
| Has the provider completed the Data Security and Protection Toolkit (DSPT)? | **Yes/No/Not Applicable** | **DSPT status and date** |