

Data Protection Questionnaire:

- ☐ Do you have a data retention policy in place?
- ☐ Do different departments (like HR or Legal) require different retention periods?
- ☐ Do you need unlimited retention for regulatory or legal purposes?
- ☐ Do you have a DPO (Data Protection Officer) or compliance lead?
- ☐ Do you work in a regulated industry (e.g., finance, healthcare, education, veterinary, insurance, legal, government, manufacturing, energy and utilities)?
- ☐ Have you experienced a client dispute, HR case, or legal request in the past 24 months?
- ☐ Would you be able to quickly produce all communications tied to a specific project or case if needed?
- ☐ Are you subject to HIPAA, FINRA, GDPR, NIS2, or other regulatory frameworks?
- ☐ Do you know who currently has administrative access to your Microsoft 365 environment?
- ☐ Would a loss or misconfiguration of user access settings disrupt your team's ability to work?
- ☐ If access roles were accidentally changed or deleted, could that create a productivity or security issue for your business?
- ☐ Would it be helpful to have a backup of your access controls, so settings can be restored quickly if needed?
- ☐ Would downtime caused by lost access to data affect your ability to serve customers or clients?

EMEA-Specific: NIS2 Considerations

- ☐ Do you operate in or provide services to any of the 15 sectors identified under NIS2 (e.g., energy, transport, finance, health, space, public administration, digital infrastructure)?
- ☐ Is your organization classified as an Essential or Important Entity under NIS2?
- ☐ Does your organization meet the employee size threshold defined by NIS2 (~250 employees for EEs, ~50 employees for IEs)?
- ☐ Have you reviewed your current policies for incident response, risk management, and business continuity in light of NIS2?
- ☐ Do you have secure, automated, and auditable backups in place to support your compliance obligations?

- ☐ Are you prepared to provide backup and recovery documentation during a regulatory review?

Guidance: If your client answers “yes” to any of the above, Dropsuite’s backup and archiving services should be considered essential.