



Apple Supplier Connect User Guide

Data Privacy and Security Update

Updated: July 9, 2019

Chapter 1: Welcome to Apple Supplier Connect Data Privacy and Security Update

Apple Supplier Connect is a secure, self-service portal that allows you to maintain your company information that is essential to the business relationship between you and Apple. In July 2019, Apple is rolling out a **Data Privacy and Security** section to enhance the security of personal data that Apple and third party suppliers collect. Instructions for the enhancements made to Apple Supplier Connect are outlined in this document.

PLEASE NOTE: Supported browsers include Safari, Internet Explorer/Edge, and Chrome.

Let's get started.

The **Data Privacy and Security** tab is divided into five milestones, *DPO, General Questions, Data Transfer, Data Retention and Business Continuity*, containing a series of questions. Each tab allows you to navigate through each section as seamlessly as possible.

Within each milestone, there is a minimum of one question and a maximum of 6 questions to be answered. These questions are a combination of "Yes/No", drop-down, and text field type questions.

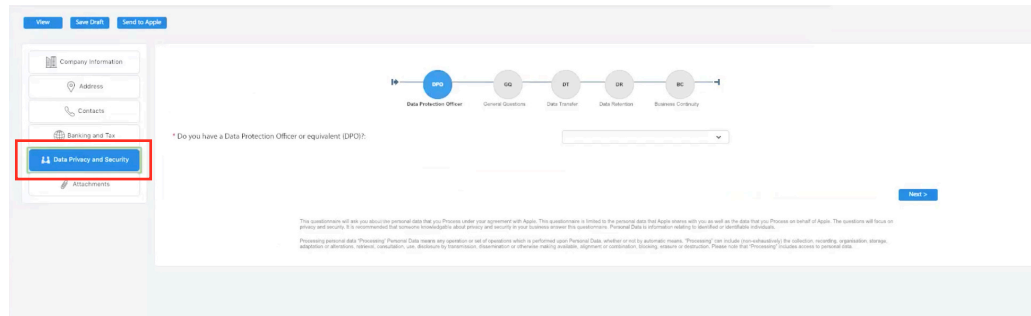
The total number of questions included in the **Data Privacy and Security** tab is 18. Depending on the response you select in each milestone, not all questions are required to be answered.

It is recommended that someone knowledgeable about privacy and security in your business answer this tab.

Chapter 2: Data Privacy and Security

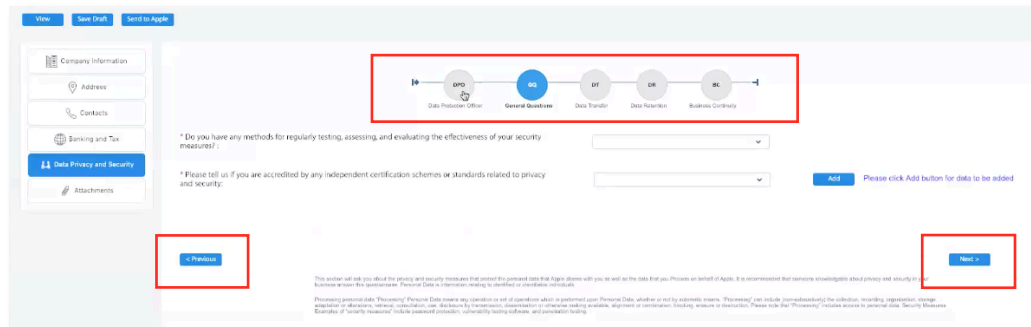
2.1 Data Privacy and Security Tab

1. You will notice a new tab on the left side. When you click on the **Data Privacy and Security** tab, you will be prompted to respond to a series of questions.



PLEASE NOTE: Who is a Data Protection Officer? A Data Protection Officer (DPO) ensures an organization applies laws protecting individual personal data. DPO's are clarified in the EU General Data Protection Regulation Section 4 articles 37, 38, and 39.

2. Navigate through the questions using the milestone circles at the top, or the next and previous buttons at the bottom.



2.2 Complete All Five Milestones

1. Respond to the questions listed under each milestone circle. Begin with the **Data Protection Officer**.

The screenshot shows the 'Data Protection Officer' milestone form. At the top, there are three buttons: 'View', 'Save Draft', and 'Send to Apple'. Below these is a progress indicator with five circles representing milestones: 'Data Protection Officer' (selected), 'General Questions', 'Data Breach', 'Data Security', and 'Business Continuity'. The form contains the following questions and input fields:

- * Do you have a Data Protection Officer or equivalent (DPO)? (Dropdown menu with 'Yes' selected)
- * Please enter the name and contact details of your DPO.
 - * Full Name: [Text input field]
 - * Email Address: [Text input field]
 - * Street 1: [Text input field]
 - * Street 2: [Text input field]
 - * Postal Code / City: [Text input field]
 - * Region: [Text input field]
 - * Country: [Dropdown menu]
 - * Telephone Number: [Text input field]
- * Will the DPO be available to provide details of security controls for your network, your device security, and the frequency of assessing the strength of those controls? (Dropdown menu)

At the bottom right, there is a 'Next >' button. At the bottom of the form, there is a small disclaimer: 'This questionnaire will ask you about the personal data that you process under your agreement with Apple. The questionnaire is intended to determine what data Apple shares with you as well as the job that you provide on behalf of Apple. The questions will focus on privacy and security. It is recommended that access to investigate all of privacy and security in your business under the questionnaire. Personal Data is information relating to identified or identifiable individuals. Processing personal data means any operation or set of operations which is performed upon Personal Data, whether or not by automatic means. Processing includes determining the collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, or a form of automatic storage, retention or destruction. Please refer to the Transparency Report for more information on how we process your data.'

PLEASE NOTE: If you answer “Yes” to the first question, another series of questions will appear. As you move through each section, the number of questions will vary based on the response of the previous question. When you have completed all of the questions, select the next milestone circle or use the next button.

PLEASE NOTE: View/Save Draft/Send to Apple: Save Edits frequently so you do not lose your data. When all of the required information is completed, submit the data to Apple by clicking Send to Apple. Clicking View will cancel any changes since the last Save.

2. Complete all of the questions under **General Questions**.

The screenshot shows a multi-step form with a progress bar at the top. The steps are: 01 Data Protection Officer, 02 General Questions (active), 03 Data Breaker, 04 Data Protection, and 05 Business Continuity. On the left sidebar, the 'Attachments' tab is highlighted in blue. The main content area contains three questions:

- Question 1: "Do you have any methods for regularly testing, assessing, and evaluating the effectiveness of your security measures?" with a "Yes" dropdown menu.
- Question 2: "Please name the document(s) and internal processes in which you use to evaluate and test the effectiveness of your security measures." with three text input fields and an "Add more" button highlighted in a red box.
- Question 3: "Please tell us if you are accredited by any independent certification schemes or standards related to privacy and security." with a dropdown menu showing "ISO 27001" and an "Add" button.

Navigation buttons for "Previous" and "Next" are located at the bottom of the form.

PLEASE NOTE:

There should only be one item/response listed per text box. If multiple responses are needed, select **Add More** and a new fillable text box will appear.

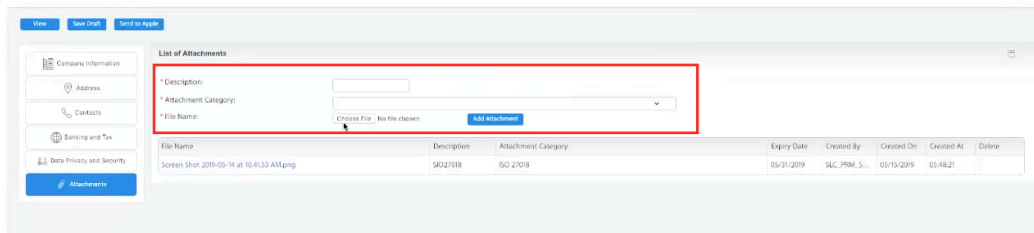
PLEASE NOTE: If you enter a specific certificate type, please make sure to attach the documentation under the attachment tab.

This screenshot is identical to the one above, but with a red arrow pointing from the "Add more" button in the second question's text input area to the "Attachments" tab in the left sidebar, illustrating the requirement to attach documentation for specific certificate types.

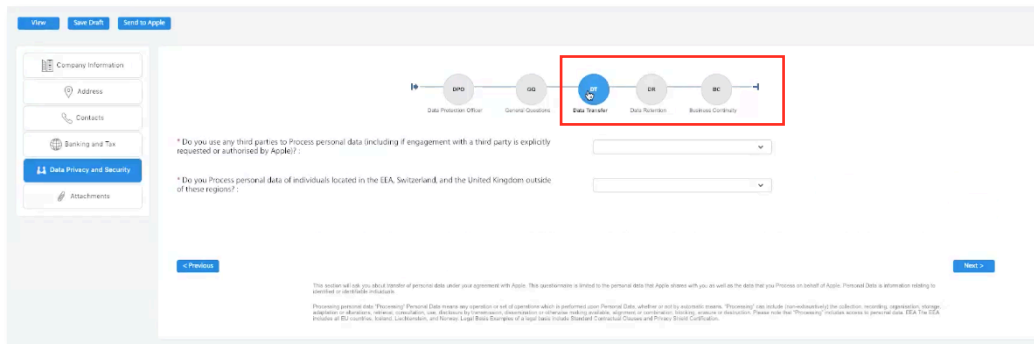
PLEASE NOTE: Once in the attachment tab, select the attachment category that aligns with the certification previously selected in the General Question section:

1. ISO 27001
2. ISO 27018
3. Other certification or accreditation

Choose the file from your desktop, then select **Add Attachment**.



3. After attaching any applicable documents, return to the **Data Privacy and Security** tab. Complete the next three milestones, Data Transfer, Data Retention, and Business Continuity. Once you have uploaded all attachments and responded to all five milestones, you have completed the Data Privacy and Security section.



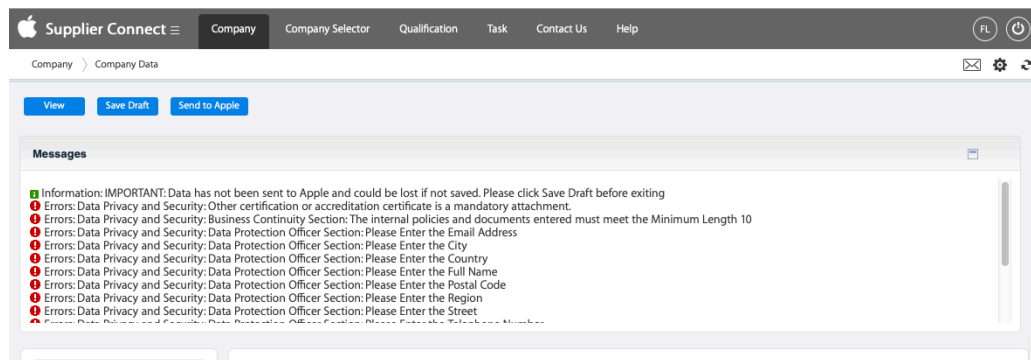
4. Refer to the Apple Supplier Connect User Guide for more information about how to complete other sections of Apple Supplier Connect.

2.3 Submit your Company Profile and Next Steps

Once you have completed all the required fields in the Data Privacy and Security and uploaded any required documents, you will need to submit your request to Apple to approve your company record.

PLEASE NOTE: Once you submit to Apple, you will not be able to edit any information until your request has either been approved or rejected by Apple.

1. Click the Send to Apple button
2. If there are any errors that need to be addressed, you will see them displayed with a red symbol on the top portion of the screen. You can use the scroll bar on the right to view them all.



3. Correct any errors and then click Send to Apple again.
4. If you are not able to clear the errors related to **Data Privacy and Security** tab, click **Save Draft** to your changes, then send a screenshot of the errors and the data you entered to global_ap@apple.com.
5. If there are no errors, the displays messages all indicate Data Submitted Successfully.
6. Apple will review your company's profile and approve your supplier setup. If your request is rejected, you will receive an email notification to update the record and resubmit. Once the supplier record is fully approved, you will receive a confirmation email with your Supplier ID that should be referenced on all invoices.

For assistance with the Data Privacy and Security tab, please contact global_ap@apple.com.