



SSPA Independent Assessment Sample Report

Supplier Security & Privacy Assurance (SSPA)

Reminder: Update the Sample Report as needed to reflect the appropriate SSPA Data Protection Requirement (DPR) version.

Introduction

The SSPA Program Guide is the comprehensive guide to all aspects of the SSPA program, including information on how to complete the Independent Assessment requirement. This separate supplementary report to the SSPA Program Guide allows for updates throughout the year. Please update as needed to reflect the correct SSPA DPR version.

Please contact the SSPA support team at SSPAHelp@microsoft.com for help with the Independent Assessment requirement.

Sample Report

<Assessor Company Letterhead>

Purpose

The purpose of this engagement was to assess the design [and operating effectiveness] of the controls of <supplier name> (Supplier) over Personal Data, Microsoft Confidential Data and/or use of AI Systems as defined in and in connection with the applicable sections and requirements of the Microsoft Supplier Data Protection Requirements (DPR) version <DPR version> as of <date>.

Because of inherent limitations, controls may not prevent, detect, or correct errors or fraud which may occur. Also, projections of any evaluation of adequate design to future periods are subject to the risk that those controls may become inadequate because of change in conditions, or that the degree of compliance with the policies and procedures may deteriorate.

Supplier and assessment information

Supplier Name	
Supplier Account Number(s)	
Supplier Address(es)	
Assessor Contact(s)	
Assessor Certification	

Scope of the assessment

The assessment was limited to the specific procedures described and was based on the information provided by the Supplier. Accordingly, information that was not made available or changes in circumstances after <assessment date> may affect the assessment results outlined below.

Assessment procedures

- Review of the Supplier’s inquiries with the Supplier Contact(s) to obtain an understanding of the design [and operating effectiveness] of the Supplier’s controls over the applicable sections of the DPR,
- Perform observations of the Supplier’s policies and procedures to assess the evidence of compliance, and
- Perform inspections of Supplier’s controls to assess the evidence of compliance over the applicable sections of the DPR.

Assessment summary

No Gaps Found	See below Assessment results for additional information
Response Mismatches (Compliant-Does not apply)	DPR # [xx], [xx], and [xx] were submitted by the supplier as “Compliant” however after assessment was deemed as not applicable
Response Mismatches (Does not apply-Compliant)	DPR # [xx], [xx], and [xx] were submitted by the supplier as “Does not apply” however after assessment was deemed as compliant

Assessment results

#	Assessment Procedure	Supplier Response	Assessment	Assessor Remarks
Section A: Management				
1		Choose an item.	Choose an item.	
2		Choose an item.	Choose an item.	
3		Choose an item.	Choose an item.	
4		Choose an item.	Choose an item.	
5		Choose an item.	Choose an item.	
6		Choose an item.	Choose an item.	
Section B: Notice				
7		Choose an item.	Choose an item.	

8		Choose an item.	Choose an item.	
Section C: Choice and Consent				
9		Choose an item.	Choose an item.	
10		Choose an item.	Choose an item.	
Section D: Collection				
11		Choose an item.	Choose an item.	
12		Choose an item.	Choose an item.	
13		Choose an item.	Choose an item.	
Section E: Retention				
14		Choose an item.	Choose an item.	
15		Choose an item.	Choose an item.	
Section F: Data Subjects				
16		Choose an item.	Choose an item.	
17		Choose an item.	Choose an item.	
18		Choose an item.	Choose an item.	
19		Choose an item.	Choose an item.	
20		Choose an item.	Choose an item.	
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24		Choose an item.	Choose an item.	
Section G: Subcontractors				
25		Choose an item.	Choose an item.	

26		Choose an item.	Choose an item.	
27		Choose an item.	Choose an item.	
28		Choose an item.	Choose an item.	
29		Choose an item.	Choose an item.	
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31		Choose an item.	Choose an item.	
32		Choose an item.	Choose an item.	
Section H: Quality				
33		Choose an item.	Choose an item.	
Section I: Monitoring and Enforcement				
34		Choose an item.	Choose an item.	
35		Choose an item.	Choose an item.	
36		Choose an item.	Choose an item.	
Section J: Security				
37		Choose an item.	Choose an item.	
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Section K: AI Systems

53		Choose an item.	Choose an item.	
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