



# SSPA program process updates

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November 2019

Microsoft Procurement



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At Microsoft, we believe privacy is a fundamental right. Strong privacy and security practices are critical to our mission, essential to customer trust, and required by law in several jurisdictions. The standards delivered by the SSPA program reflect our values as a Company and these extend to our suppliers that handle Microsoft data on our behalf.

Microsoft is simplifying some of the SSPA program processes. Suppliers enrolled in the SSPA program can expect the following changes in November 2019:

## **Manage your SSPA data processing profile in the Microsoft Supplier Compliance Portal**

- You can now update your company's SSPA data processing profile at any time if there are no open compliance tasks.
- Supplier profiles will now include data processing approvals, allowing you to choose the types of engagements you wish to be eligible for. Data processing approvals include:
  - ✓ Data processing scope (Personal and/or Confidential)
  - ✓ Data processing location (at Microsoft or Customer; at Supplier)
  - ✓ Data processing role (Controller, Processor)
  - ✓ Payment card processing
  - ✓ Software as a Service (SaaS)
  - ✓ Use of Subcontractors
- When you update your SSPA data processing profile, it will start the renewal process and give you a 90-day window to complete SSPA compliance tasks. For example, if you start your renewal on 1 January, all SSPA compliance tasks must be completed by 30 March to achieve a SSPA Green (compliant) status.

## **Your data processing approvals are visible to Microsoft buyers**

- Microsoft buyers will be able to view your SSPA data processing profile information when creating purchase orders (POs).
- Microsoft buyers will only be able to create engagements and POs with SSPA Green (compliant) suppliers where the data processing activity for the engagement matches the data processing approvals in a supplier's profile.
- A Microsoft buyer may ask you to update your profile to add a data processing approval in order to create an Engagement ID and open a PO. All SSPA compliance tasks must be complete for new approvals to be secured.

## **Streamlined supplier task management**

- Supplier compliance tasks now consolidated from five (5) to three (3). Payment Card Industry (PCI) and Software as a Service (SaaS) tasks, if applicable, will be combined with the annual self-attestation to the

Data Protection Requirements (DPR). Supplier data processing profiles and independent assessment, if applicable, remain separate tasks.

No action is required at this time. Suppliers will notice changes after their next SSPA anniversary or when they update their SSPA data processing profile. Thank you for your continued partnership.

**Questions?** Refer to the updated SSPA Program Guide on [SSPA on Microsoft.com/procurement](https://SSPA.on.Microsoft.com/procurement), or access the [Microsoft Supplier Compliance portal](#).