



Vendor Security Risk Assessment Procedure

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As per the [Data Use, Privacy, and Security Policy](#), agreements with third parties to process or have access to BYU's Nonpublic Institutional Data are subject to review by the Office of the General Counsel (OGC) and CES Security Operations Center (SOC). In coordination with the OGC, the SOC has developed this Vendor Security Risk Assessment Procedure (SOC Assessment) which is required for any agreement where a vendor will process or access Nonpublic Institutional Data with Confidential or Restricted data classifications. (For reference see the CES data classifications at <https://cesig.prod.brigham-young.psdops.com/0000017b-2ba5-db91-ad7b-ffaf7c560000/information-classifications>.) The SOC Assessment should be performed prior to signing an agreement. For existing agreements, the SOC Assessment should be performed as soon as possible. Any exceptions must be approved in writing by the SOC and the OGC.

The purpose of the SOC Assessment is to provide a reasonable assurance that BYU's third-party vendors are following good security practices that will keep BYU's data safe. While the SOC Assessment helps minimize the risk of cybersecurity incidents it does not provide a guarantee against such incidents to BYU or the vendor. To begin an assessment, email cessoc-assessment@byu.edu requesting that a security risk assessment be performed.

During the assessment, a number of questions will be addressed:

- Is the data classification for the shared data Public, Internal, Confidential, or Restricted; as determined by the Data Steward?
- Will PII be shared or included?
- Is the data or application subject to any laws or regulations?
- Does the solution allow for Single Sign On using BYU credentials and/or Multifactor Authentication?
- Will a Data Sharing Agreement need to be created prior to sharing data out?
- Does the vendor have a SOC 2 Type II report that can be shared?
- What is the vendor's URL?

A SOC Assessment typically takes one to two weeks, depending on how quickly the above information is provided to the SOC and whether additional controls need to be implemented to ensure the safety of the BYU data. The results of the SOC Assessment may help inform the OGC as to the need for the Data Privacy and Security Addendum to be attached to the agreement.

Vendors are encouraged to review the information security requirements at <https://infosec.byu.edu/vendors/security-requirements>. (No login needed to view the page.)

Note: A similar risk assessment can and should be performed for all BYU-hosted systems that house, transmit, or share BYU's nonpublic institutional data. A similar process is followed, with the following additional questions that need to be answered:

- Do servers have a current operating system version and are they patched?

- Are applications being built (where applicable) with a current framework? Are they patched regularly?
- Are server logs being collected centrally and managed appropriately?
- Are data/servers being backed up? Are restores tested regularly?
- A listing of all server names and IP addresses will be needed.