

## Vendor Data Security Review

### **To be Completed by Juniata:**

Product:

Department:

Purpose:

Date:

### Description of Data (being transferred/stored) and Classification (<http://help.juniata.edu/DataClassification.pdf>)

\*Please ensure we are practicing Data Minimization (only using data that is absolutely necessary for the intentional use of the system) & Using Access Control (only those who need to have access, have access)

### **To be Provided/Completed by Vendor:**

#### Data Ownership

1. Will Juniata still maintain ownership of our Data?

#### Data Protection

2. Please provide a copy of Data Security/Privacy Policies.
3. Will our Data be accessible to or shared with anyone? If so, who?
4. How is data encrypted during the transfer?
5. How is data encrypted at-rest/in storage?
6. Please describe the Security of the Datacenter where our data will be stored/processed:
  - a. Locations
  - b. Physical Security
  - c. Data segregation
  - d. Backups
  - e. Disaster Recovery & Testing
7. At what frequency are security audits performed?
8. When and how would our Data be removed from your systems if we end our contract?
9. What is the notification process if a breach is detected? How quickly will we and/or our constituents be informed if a breach is detected?

#### GDPR Compliance (if applicable)

1. Is there a request for consent from individuals that also discloses the purpose for data collection and processing?

2. Do you have a process/solution for easy access to, reporting of, and removal of personal information that is stored in your system (Right to Access and Right to be Forgotten)?

Support and Continuity Considerations

1. Who provides technical support for system if needed?
2. Who guides implementation/provides training if needed?
3. If the contract is terminated, what is the plan for continuing the service/support this solution offers?

Signatures

\_\_\_\_\_  
Vendor Printed Name

\_\_\_\_\_  
Vendor Signature

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Juniata Vice President Printed Name

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Vice President Signature

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Juniata CIO Printed Name

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Juniata CIO Signature

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Date Completed (CIO)