

Vendor Security Assessment Process

All Vendors who will supply service or software to Riskconnect must undergo a security assessment. The following process will be implemented by Tech Ops:

1. Create directory in [Risk Assessment/ Security Reviews](#) in Google Drive for Vendor
 - a. This will be the location for all ongoing documents for vendor
2. Create Case(if not created by requestor).
 - a. Create internal comment and link the directory in Internal Comment chatter
3. Schedule a meeting with the business owner to discuss the following:
 - a. For potential new vendors, Demo of the system, and an overview of the purpose of the application or service
 - b. For existing vendors, any updates to scope of work being provided, or any additional services being added.
4. Use template appropriate for the Vendor type
 - a. This template is for apps in the Salesforce [AppExchange](#).
 - b. This template is for all other [vendors](#).
 - c. This template is for any [PDO](#) providers.
 - d. Change the title: Everything before the dash ("-") should be changed to the Vendor's name: ex. [Vendor Name] - Third Party Risk Assessment
 - e. Save the document as an Excel document for delivery to Vendor
5. Send email to Vendor contact with the following syntax:

Hi [Vendor Name],

My name is [Name] from Riskconnect. I understand that we have been working with you in hopes of [insert business purpose] In order to receive approval to move forward in the engagement process, we require a Security Assessment be performed on Vendors. Please fill out the attached document, and return the assessment's requested documentation so that we can complete the Assessment, and move forward with the purchase process. Thank you!

The completed assessment form and supporting documentation can be emailed to: securityassessment@riskconnect.com

5. Vendor should fill out the document and return the required documentation. All documentation should be returned or the answers pertaining to it, filled in the Vendor assessment. **NOTE:** Salesforce AppExchange apps MAY need to go to Salesforce. If they do, please consult with Jessi Wilson.
6. Once the documents are returned from the Vendor, they should be placed in the directory created for the Vendor in step 1.
7. Be sure to update the Case with any correspondence between the Vendor and you.
8. John Casazza and Jessi Wilson should be chattered on the updates in chatter.

9. Once all documentation is reviewed, Jessi Wilson will complete a [Risk Score Assessment](#).
10. Schedule a final call with the Business Owner to review results.

Change Log:

08.25.2019 - JC - No changes needed

12.12.2018 - Added in meetings at beginning and end of process. Updated link documents.

1.5.2018 - Updated Sharlene Calloway in this document to Jessi Wilson. Updated references of PT's to cases.

9.15.2016 - SC - Document Created