DEPARTMENT

Directions:

1. Complete "Department Data Security Review" below

Note: Cybersecurity review of this contract is required if any boxes are checked "yes" below. If boxes below are checked "no," then also check "no" on third checkbox on CRF and disregard this form and following steps.

2. Send the Vendor Data Security Form to Vendor to complete

3. Attach noted documents when routing contract to Purchasing via email:
    a) Complete Contract Routing Form
    b) Contract
    c) Previous contracts with Vendor
    d) Completed Vendor Data Security Information form
    e) Documents provided by Vendor as noted on Vendor Data Security Information form:
        i.   COI showing cybersecurity coverage and listing Georgia State University as Additional Insured
        ii. HECVAT, SOC, ISO as provided by Vendor
        iii. Data Security Addendum signed by Vendor

Note: This USG-directed process requires that the Vendor respond with additional documentation (which can delay contract review). If the Vendor does not respond promptly, consider asking your IIT contract if there is already a GSU contract with this vendor, or another Vendor/product already under contract that could perform the needed service.

DEPARTMENT DATA SECURITY REVIEW

Vendors contact information for cybersecurity document request:

Vendor Name:

Vendor Contact Name:

Vendor Email Address:

Vendor Phone:

GSU data that Vendor will process, transmit or store as port of this contract:

☐ Y ☐ N   Student data? List categories (e.g., student names, email addresses, phone numbers, etc.):

☐ Y ☐ N   Employee data? List categories:

☐ Y ☐ N   Financial data? List categories:

☐ Y ☐ N   Other? List categories:

☐ Y ☐ N   Is Vendor requesting GSU IT network access as part of services performed under this contract? If so, describe what access is requested: