AIMS COMMUNITY COLLEGE PROCEDURE

THIRD PARTY RISK MANAGEMENT INFORMATION TECHNOLOGY

This enables departments to perform a risk assessment related to third parties to protect all Aims Community College information and data as well as maintain a secure infrastructure. This review should apply to all current and future vendor and contractor relationships that connect or place their equipment on the Aims campus network, in addition to the current access request form owned by ETS.

Departments should use the “Third-Party Risk Assessment Survey” to evaluate potential third-party relationships. It is recommended that departments have all prospective service providers complete the survey. The administration should evaluate a prospective service provider based on the survey results. The survey is a recommended tool for evaluating and managing all third-party service providers; however, the process is mandatory for third-party relationships that involve remote access, transmission, hosting, and/or offsite storage of Confidential or High Risk data. Prior to finalizing any business agreements involving Confidential or High Risk data, the completed “Third-Party Risk Assessment Survey” must be forwarded to the Information Resource Management (IRM) Office for review.

During this review, if it is determined that the Third Party introduces a high level of risk, it is required that either; the college not enter into an agreement with the Third Party, or proper verbiage be written into the affiliation agreement indicating that any action that results in a breach of college data and/or damage to the Aims campus network will be the responsibility of the Third Party.

APPROVED: Dr. Leah L. Bornstein
Aims Community College President
Date: October 19, 2015

See form: Third Party Risk Assessment Survey