Information Services Review Questionnaire

1) Please provide the following information related to the WSU department or college:
   a) Department Name
   b) Department Contact
      i) Name
      ii) Email
      iii) Phone
   c) Finance Contact
      i) Name
      ii) Email
      iii) Phone
   d) ATO Contact
      i) Name
      ii) Email
      iii) Phone

2) Please provide the following information related to the Vendor or 3rd party service provider:
   a) Name
   b) Website
   c) Primary Contact
      i) Name
      ii) Title
      iii) Email
      iv) Phone
   d) Contract or Requisition Number

3) Provide the *name, description* of the primary purpose and *function* of the service being provided:

4) Is this a renewal:
   Yes ☐   No ☐
   a) If yes, provide the following:
      i) Previous Purchase Order or Contract Number
      ii) List any changes to the service or functionality beside the extension of the contract

5) What is the data classification for the data being processed and/or stored by this service or software? Please check the highest classification per EP#8 definitions.

   a) Public
   b) WSU Internal
   c) WSU Confidential
   d) Regulated

6) Will this service be storing, processing, or transmitting WSU Confidential or Regulated data at a 3rd party facility (e.g., Microsoft Azure, AWS, Dropbox, Box or other vendor/3rd Party site)? See EP#8 or page 2 of this form for examples of WSU Confidential and Regulated data.
   Yes ☐   No ☐

a) If yes, please provide the following:

    i) a list of the WSU Confidential and/or Regulated data that will be involved in this contract.

    ii) Volume and scope of the WSU Confidential and/or Regulated data that will be processed and/or stored during this contract.

    iii) Identify which of the following scenarios best matches this contractual relationship with WSU and please provide the associated information/form.

Please send this questionnaire, contract terms, and the associated documents below to is.contract.review@wsu.edu.

*Note***:** *Please include additional documentation to assist with the evaluation of the vendor's security program. Examples include security program documentation, 3rd party audit documents, such as SOC2 type 2, FedRamp certification, network diagram(s) and/or other comparable compliance or audit documents.*

(1) WSU Confidential and/or Regulated data will be processed or stored in a non-cloud-based IT service or system – Please provide a completed **OCIO Design Review Checklist**

(2) WSU Confidential and/or Regulated data will be processed or stored in cloud-based IT service or system – Please provide a completed **HECVAT Full** form

(3) WSU Confidential and/or Regulated data will be processed or stored in an existing WSU managed cloud-based IT service or system – ***Business Unit is responsible for ensuring appropriate controls to comply with WSU policy and/or regulatory requirements***

7) Will a non-WSU authentication service be used to login to the 3rd party service being provided?
    Yes ☐ No ☐

a) If yes, will WSU NIDS or email addresses be used for ID/auth purposes?
    Yes ☐ No ☐

b) If yes, will this service rely on integration with Central ITS Infrastructure or Applications (e.g., myWSU or Identity and Access Management Systems)?
    Yes ☐ No ☐

Note: Answering Yes to either of the questions #7 above will require further investigation to make sure ITS application integration and/or identity and access management standards are being adhered to.

Examples of WSU Confidential and Regulated Data
(See also Executive Policy #8, University Data Policies)
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Electronic Protected Health Information (HIPAA)
Student Education Records (FERPA)
Personal Information of WSU Students, Employees, and Affiliates residing in, or traveling to the European Union (GDPR)
Payment Card Information (PCI)
Student Financial Aid Information (GLBA)
Protected Personal Information (PII) based on definition provided in RCW 19.255 that include but are not limited the following:
- Social Security Numbers
- Driver's license Numbers

- Financial Account Numbers
- Date of Birth

Donor Information
Personnel Records
Race & Ethnicity Information
Veteran status
Financial Records
Disability Information
Sensitive Research Data
Intellectual Property
Attorney/Client Privileged Information
National Security Information
Critical Infrastructure of Physical Structures and Assets
Security/Architecture of Information Technology Infrastructure Systems
Security Assessment, Penetration Test, and/or Audit Results
User passwords and other Authentication/Authorization Information

Note: *WSU Confidential and Regulated data does not include information that WSU employees or students acting as individuals and on their own behalf, provide their personal information directly to vendors or other 3rd parties via a vendor or 3rd party portal, website, or by other electronic means.*